

JOB OPENING ANNOUNCEMENT

Job Title: Archaeologist

Report To: Tribal Chairman

Department: Culture

Job Vacancy: YAN-26-06

Status: Full-Time; Exempt

Starting Wage: DOE

Opening Date: 01/08/2026

Closing Date: Open until filled

POSITION DESCRIPTION:

The Tribal Archaeologist is responsible for ensuring the Nations compliance with the body of law aimed at protecting and preserving the historic and cultural resources of the Nation, including, but not limited to The Nation Historic Preservation Act (NHPA), The Antiquities Act, The National Environmental Protection Act (NEPA), The Archaeological Resource Protection Act (ARPA), and the Native American Graves Protection and Repatriation Act (NAGPRA).

QUALIFICATIONS:

- Bachelor's degree in Anthropology, Archaeology, Native American Studies, or related field.
- 1-3 years in archaeological survey, excavation, data analysis, or Cultural Resource Management (CRM)GPS/GIS skills
- Field school completion or 6+ months CRM experience; ability to work in rugged terrain/extreme weather; GPS data collection.
- Experience with prehistoric/historic SW archaeology, understanding Native American cultural heritage
- Familiarity with historic preservation laws (like NHPA).
- Must have valid Arizona Driver's License, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Assist the Yavapai and Apache Culture Departments as requested with the following: correspondence and meetings as necessary in response to cultural issues arising at local, state and federal levels, and assisting in claims made under the NAGPRA.
- Work with Executive Offices and the Nation's Attorney General to address archaeological and cultural issues, including EHPA Section 106 compliance, arising in connection with the Nation's new lands acquired under the now completed land exchange.
- Assume responsibility for all archaeological survey and test excavation compliance/clearance on all projects implicating the Nation's interests under Section 106 of the National Historic Preservation Act (NHPA).
- Function as the Nation's advocate for all Native American Graves Protection and Repatriation Act (NAGPRA) issues affecting the Nation.

- Draft all cultural consultation correspondence for the Office of the Chairperson (Chairperson of the Yavapai-Apache Nation Tribal Council) as required by applicable local, state, and federal law, with a copy to the Tribal Council.
- Function as the Nation's liaison with the Arizona State Historic Preservation Officer (SHPO). The SHPO determines all required archaeological mitigation for activities occurring on the Nation's lands or other lands where the Nation's cultural interests may be implicated (survey, excavation, or no action), based on the recommendations of the Archaeologist.
- Oversees all full-scale and test excavations as required by the SHPO for development projects occurring on the Nation's lands.
- Acts as the Nation's advocate on all cultural issues as requested by the Tribal Council and/or the Tribal Council Chairperson.
- Consultant will devote her professional time, energy, attention, and skill to the Nation in carrying out the Services under this Agreement and will use her best efforts to promote the interests of the Nation.
- Act on all projects and work as assigned by the Tribal Council and the Tribal Council Chairperson.
- Any projects and work of Contractor that require Contractor's consultation with other professionals are within the scope of Contractors Services under this Agreement, except as to the fees and costs assessed by the "other professionals," which fees and costs are not made part of this Agreement but are payable only as agreed by the Nation under a separate Agreement with said professionals.

Physical Requirements:

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING