Texas Historical Commission
Job Vacancy Notice

Position Title: Archeological Project Reviewer
Classification Title: Archeologist III
Job Posting Number: 23-84
Salary: $5,250.00-$5,796.46/Monthly
Salary Group/Class#: B22/7310
FLSA: Exempt
Opening Date: 06/21/2023
Closing Date: Until filled
Duration: Regular, Full-time
Hours/Week: 40
Work Location Address: 108 West 16th Street, Austin, TX 78701

JOB OBJECTIVE: Perform advanced archeological, research, and cultural resource management work for the Archeology Division at the Texas Historical Commission (THC). Work involves conducting cultural resources reviews associated with Section 106 of the National Historic Preservation Act and the Antiquities Code of Texas for federal and state undertakings. This position may conduct or assist agency or volunteer archeological fieldwork at the discretion of the Division Director. Work under minimal supervision, with extensive latitude for use of initiative and independent judgment.

ESSENTIAL DUTIES:
1. Conduct cultural resources management reviews for projects that may impact cultural resources.
2. Advise the public about rules/regulations and compliance issues relating to the National Historic Preservation Act (Section 106) and the Antiquities Code of Texas.
3. Assist with the development of Section 106 and Antiquities Code of Texas agreement documents.
4. Field Research - may participate in in-house archeological investigations, including site evaluations, the planning and execution of research designs, conducting archeological survey and excavation-level investigations, analysis and reporting on results of investigations, and the processing and management of the resulting collections.
5. Adhere to established work schedule with regular attendance.
6. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:
7. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):
• Graduation from an accredited college or university with a Master’s degree or higher in Anthropology, Archeology, or closely related field;
• Minimum three years’ of increasingly responsible experience in archeological field investigations, laboratory analysis, comprehensive technical report writing;
• Experience making public presentations;
• Must meet professional qualifications and be eligible to hold an Antiquities permit issued by the Texas Historical Commission;
• Valid driver’s license, acceptable driving record and ability to drive a state vehicle; and
• Required to travel up to 20% of the work period.

PREFER:
• Archeological field and research experience in Texas Panhandle, west Texas, or east Texas regions.
Experience with prehistoric and historical archeology, ceramic analysis, faunal analysis, lithic analysis, and/or the ability to operate remote sensing (magnetometer and/or ground penetrating radar) equipment and interpret data gathered.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of federal laws and regulations such as Section 106 of the National Historic Preservation Act and Native American Graves Protection Act;
- Knowledge of state laws and rules such as the Antiquities Code of Texas and Chapter 711 (of the Health & Safety Code of Texas, pertaining to cemeteries);
- Knowledge of archeological field investigations, laboratory analysis, comprehensive technical report writing and ArcGIS experience;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to interact with the public, avocational archeologists, and owners of archeological sites;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to prepare clear and concise correspondence and reports;
- Ability to recruit and supervise volunteers;
- Ability to analyze and synthesize archeological field results to produce archeological reports and peer-reviewed articles;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:
Must have or obtain a valid Driver’s License and Defensive Driving Course to be able to operate state vehicles. Antiquities permit issued by the Texas Historical Commission.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able to work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed. May involve travel, occasionally overnight.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the CAPPS website. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.
Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

**Additional Military Crosswalk information can be accessed at:**

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_LibraryandRecords.pdf

**Veterans:** Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

**For New Hires/Rehires:** Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY**

**AFFIRMATIVE ACTION EMPLOYEE**