

Class Concept

This is a technical position that will support the daily activities of the Office of State Archaeology. Duties include the entry and retrieval of digital artifact collection and site file information, fulfilling research requests, and maintaining OSA's archaeological site file and environmental review and artifact collection databases. Work may also involve the maintenance and repair of specialized archaeology equipment and related duties as needed. Positions in this class perform inventory, identification, classification, labeling, and curation of artifact collections and participate in giving laboratory tours, developing collection exhibitions and similar activities intended to share the archaeology of North Carolina with the public and other interested groups. Work includes statistical information to assist in the preparation of reports necessary for federal and state agencies and is typically performed in the laboratory or office setting but may include occasional field work or overnight travel.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge of Microsoft Office Suite and ERSRI ArcGIS
- Basic knowledge of records management standards and techniques
- Basic knowledge of the techniques involved in the inventory, identification, labeling, and classification of prehistoric and historic artifacts and their attendant records
- Ability to create and maintain accurate records, spreadsheets, and databases
- Ability to communicate effectively in oral and written form

Minimum Education and Experience

Bachelor's degree in North American archaeology, anthropology, or a closely related field from an appropriately accredited institution; and two years of archaeological experience; or an equivalent combination of education and experience.