

NO RTEC JOB SPECIFIC SKILLS COMPETENCY

ARCHAEOLOGICAL AIDE

DOT: 055.067-018 (Archaeologist) / O'NET: 27199H SVP 7

Job Description: Assists *Archaeologist* in conducting research to reconstruct record of past human life and culture from human remains, artifacts, architectural features, and structures recovered through excavation, underwater recovery, or other means of discovery. *Physical Demands* - Mildly active w/light lifting, carrying, or moving (up to 20 lbs). *General Educational Development*: R6 M5 L5; *Aptitude* - Above average General Learning Ability, Verbal, Spatial, and Form Perception.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate familiarity with basic principles in the fields of Sociology, Anthropology, and Geography. (IN, S)
2. Can demonstrate ability to operate a personal computer and standard software package (*identify*). (R, IN, S, T)
3. Can demonstrate knowledge of computer application to input, store and retrieve details concerning specific archaeological site information. (R, IN, S, T)
4. Can demonstrate ability to develop and operate a site specific information data base (*identify*). (R, IN, S, T)
5. Can research and demonstrate an understanding of site files and where to locate pertinent information. (R, IN, S, T)
6. Can demonstrate ability to retrieve, mark and/or tabulate articles, documents, records, files etc. (R, IN, S, T)
7. Can demonstrate ability to accurately type and format documents using a computer and/or typewriter. (R, IN, S, T)
8. Can demonstrate ability to accurately transcribe and input data. (R, IN, S, T)
9. Can demonstrate ability to accurately post data from one source to another. (R, IN, S, T)
10. Can demonstrate knowledge of basic field survey procedures used to locate archaeological and historical sites. (R, IN, S, T)
11. Can demonstrate knowledge of basic organizational safety procedures used to minimize accidents in the field. (IN, S)
12. Can demonstrate ability to apply procedural knowledge to assist team members in conducting simple archaeological surveys. (R, IN, I, S, T)
13. Can demonstrate proper use of compass, survey instruments and aerial photographs. (R, IN, S, T)
14. Can demonstrate proper techniques used to mark site boundaries. (R, IN, T)
15. Can demonstrate ability to accurately record information about sites found on simple forms. (R, IN)
16. Can demonstrate ability to prepare sketch maps and take photographs of visible remains. (R, IN, S, T)
17. Can demonstrate proper technique used to collect samples of artifacts. (R, IN, T)
18. Can demonstrate ability to recognize signs of past human use and accurately record information about the remains on standard forms. (R, IN, S)
19. Can demonstrate ability to appropriately exchange information about the location and nature of archaeological and historical remains found. (R, IN, I, S)
20. Can demonstrate ability to recognize and report identification problems to a higher level technician or specialist for resolution. (R, IN, I, S)
21. Can demonstrate an understanding of how to get along with people, such as crew members and other unit employees, to communicate and keep good work relations. (IN, I, S)

22. **Can demonstrate ability to understand and appropriately follow all instructions from the Supervisor. (R, IN, I, S)**
23. **Can demonstrate ability to work independently to complete assignments/responsibilities. (R, IN, I, S)**
24. **Can demonstrate ability to complete survey project work, and other assigned work, on a timely basis. (R, IN, I, S)**
25. **Can demonstrate ability to prepare daily reports as required. (IN, S)**