



## ARCHAEOLOGIST II

### **CHARACTERISTICS OF WORK:**

This is technical work involving the scientific study and determination of customs and habits of earlier civilizations from historic or prehistoric artifacts, ruins, relics or other archaeological cultural complexes. Duties include surveying and excavating archaeological sites; analyzing and identifying prehistoric and historic archaeological artifacts and specimens; recording and maintaining site and survey inventories; and disseminating information to the general public on prehistory and archaeology of Mississippi. General supervision is received from an archaeologist in a higher classification or a director.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

A Master's Degree from an accredited four-year college or university in Archaeology, Historical Archaeology, or Anthropology with a specialization in Archaeology.

OR

#### **Education:**

A Bachelor's Degree from an accredited four-year college or university in Archaeology, Historical Archaeology, or Anthropology with a specialization in Archaeology.

AND

#### **Experience:**

One (1) year of experience in work directly related to the described duties.

### **PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be

used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit; stand; walk; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to climb or balance.

## **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

#### **TECHNICAL COMPETENCIES:**

**Archaeology:** The science that systematically studies human cultures through recovery, documentation, analysis, and interpretation of material remains and environmental data, including architecture, artifacts, features, biofacts, and landscapes.

Possesses knowledge and understanding of the origins and development of archaeology as a discipline. Possesses familiarity with the diverse sources of evidence used by archaeologists (including: excavated, documentary, representational, observational, environmental, and scientific).

**Archaeological Methods:** Understands the concepts and application of scientific methods used in collecting, analyzing, and interpreting archaeological data.

Surveys and excavates archaeological sites which include both prehistoric and historic period components. Conducts archaeological research relating to the identity and cultural interpretation of archaeological specimens and artifacts to be utilized in training documents, exhibits or publications. Conducts primary and secondary research and synthesizes information according to professional standards. Has a working knowledge of fieldwork techniques of identification, surveying, recording, excavation, and sampling.

**Laboratory Analysis:** Practices core laboratory techniques of recording, measurement, analysis, and interpretation of archaeological material

Conducts laboratory analysis of archaeological artifacts and specimens to determine cultural manifestations. Possesses a working knowledge of standard archaeological laboratory procedures.

**Archaeological Documentation:** Accessions, catalogs, and indexes archaeological materials.

Possesses a working knowledge of excavation documentation and recording methods. Writes technical reports of archaeological sites. Possesses the ability to record detailed observations.

**Technology:** Is proficient in operating computer software and specialized equipment in performing duties of the job.

Records and analyzes data with the help of database management systems. Operates specialized equipment related to specific job duties. Possesses a working knowledge of field and laboratory equipment used in the course of the work. Possesses a working knowledge of office and/or scientific computer applications and software.

**Information Dissemination:** Provides information about the prehistoric and historic archaeology of the state to the general public.

Presents lectures on Mississippi archaeology to clubs, schools, and civil organizations.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Conducts archaeological field surveys and excavations.
2. Presents public information programs.
3. Assists in maintaining archaeological site and survey inventories.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Surveys and excavates archaeological sites which include both prehistoric and historic period components.

Conducts laboratory analysis of archaeological artifacts and specimens to determine cultural manifestations.

Analyzes excavated artifacts and determines their ages and cultural identities.

Identifies and verifies archaeological artifacts and specimens for the general public.

Presents lectures on Mississippi archaeology to clubs, schools, and civic organizations.

Drafts historic marker texts for historic period archaeological sites.

Assists in maintaining archaeological site and survey inventories.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.