



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 1248

PALEONTOLOGY LABORATORY SPECIALIST

GRADE H

SCOPE OF WORK:

Work involves activities associated with assisting in the development of the State Fossil Collection and preparing public displays of North Dakota fossils. Work activities support the requirement of the North Dakota Geological Survey to acquire and disseminate geological information about the State of North Dakota.

DUTIES PERFORMED:

- Assist in maintaining the fossil collection, including specimen storage care and numbering; catalog fossils into the collections database.
- Prepare and restore paleontological specimens for exhibit, education, and research purposes.
- Perform fieldwork to extract specimens from rocks and sediments.
- Assist in conducting detailed mapping of fossil-site occurrences.
- Assist in the design, preparation, and labeling of copy for fossil exhibits and educational programs.
- Monitor and advise temporary employees and volunteers working with collections and fossil preparation.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires bachelor's degree in geology or related field.

Eff. Date: 6/99

Rev: 4/02 – Changed title and updated minimum qualifications and duty statements

Rev: 2/03 – Changed minimum qualifications to require bachelor's degree

Rev: 7/12 – Conversion to Hay System