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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

# Karuk Tribe



**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

- Title:** Natural Resources Technician I
- Reports To:** Director of Natural Resources and Environmental Policy, or designee
- Location:** Department of Natural Resources, Orleans, California
- Classification:** Full-Time, Seasonal, Non- Exempt
- Wage:** \$12.00-\$16.00
- Summary:** The Natural Resources Technician I, shall work under the supervision of Department Division Coordinators or designee as assigned, to carry out grant/assignment related technical duties. The Natural Resources Technician I, shall work with partners, contractors and volunteers to achieve synergy between the Karuk Department of Natural Resources' and partner organization's obligations. This position may serve in the capacity of Cultural Resources Technician I, if qualified, so long as supervisory span of control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **Application Deadline: April 20, 2018 by 5 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department at: Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: [tparry@karuk.us](mailto:tparry@karuk.us)

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## POSITION DESCRIPTION

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**Responsibilities:**

1. Shall be responsible for the fulfillment of Technician duties associated with grant deliverables funding the position as directed.
2. Shall attend all required meetings, trainings, and functions as requested.
3. Shall actively participate in shared learning activities and engage in career development opportunities as directed.
4. Shall work productively and actively participate in a team-based environment.
5. Shall acquire data collection skills and techniques as required and implement daily programmatic work routine as well as assist Technicians II and III with completing these tasks.
6. Shall work with technical service providers to collect and upload field data for data management and reporting purposes.
7. Shall maintain necessary documentation of work performed.
8. Shall be available for local and out of the area travel as required.
9. Shall attend all required meetings and functions as requested.

10. Shall be polite and accept other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Education and/or experience:
  - a. High school diploma or equivalent; or
  - b. Three (3) years high school education and two (2) years' work experience; or
  - c. An equivalent combination of education and related experience will be considered for all grades.
2. Must have ability to lift and move equipment and supplies weighing up to 35 pounds; to walk long distances, sometimes in steep and brushy terrain; to work outdoors; and to engage in sustained physical labor.
3. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
4. Must be punctual when assigned, have a good work ethic, and work well without direct supervision.
5. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
6. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
7. Must adhere to the policies and procedures of the Karuk Tribe.

**Physical and Environmental Requirements:**

1. Ability to engage in sustained physical labor, and to work outdoors, sometimes in inclement weather and in hot conditions.
2. Ability to lift and carry equipment and supplies weighing up to 35 pounds, and to walk up to 10 miles in a day.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to

qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Council Approved: 02/01/2018 updated 04/04/2018**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_