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

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## Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

### *Natural Resource Technician III*

This is a full-time position based in **Orleans**. The Natural Resources Technician III is a grant funded full time position that shall work under the supervision of division coordinators as assigned, to carry out grant related technical duties. The Natural Resources Technician III shall work with stakeholders, 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 Field Crew Supervisor, in the absence of the position as long as supervisory control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Please see the position description below for a list of position requirements. Additionally, an application checklist has also been provided to assist you with presenting a complete and successful application.

### **Application Deadline: February 19, 2018 at 5:00 pm**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) 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, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: [tparry@karuk.us](mailto:tparry@karuk.us).

## Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form and background authorization form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

**For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to [www.karuk.us](http://www.karuk.us) and click on the TERO page**



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## POSITION DESCRIPTION

- Title:** Natural Resources Technician III
- Reports To:** Director of Natural Resources and Environmental Policy, or designee
- Location:** Department of Natural Resources, Orleans, California
- Supervises:** Natural Resources Technician I and II, volunteers and youth as needed
- Classification:** Nonexempt, Full-time
- Salary:** \$17.40 to \$22.23 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability

**Summary:** The Natural Resources Technician III is a grant funded full time position that shall work under the supervision of division coordinators as assigned, to carry out grant related technical duties. The Natural Resources Technician III shall work with stakeholders, 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 Field Crew Supervisor, in the absence of the position as long as supervisory control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

**Responsibilities:**

1. Shall be responsible for the fulfillment of Technician duties associated grant deliverables funding the position.
2. Shall attend all required meetings, trainings, and functions as requested.
3. Shall actively transfer technical knowledge and expertise as appropriate to those they supervise or whom otherwise engage in field based activities.
4. Shall take GSA Vehicle Training and coordinate with staff/partners to provide transportation in regard to grant related tasks/deliverables.
5. Shall work productively, assist with related outreach activities, and actively participate in a team-based environment.
6. Shall acquire and teach data collection skills and techniques as required, and implement these into daily programmatic work routine as well as assist Technicians I and II with completing these tasks.
7. Shall work with technical service providers to collect, organize and interpret field data for data management and reporting purposes.
8. Shall maintain necessary documentation of work performed and accurately convey/assist in grant related report preparation.

9. Shall document notable change in knowledge, behavior, and condition as required for departmental and project-related reporting.
10. Shall track professional development skills/needs for those they supervise and perform annual employee evaluations, training plans, and provide recommendations to supervisor/Pikyav Field Institute staff as appropriate.
11. Shall be responsible for the safety, conduct, and communications between field activities under their command and appropriate Coordination/Management personnel.
12. Shall be available for local and out of the area travel as required.
13. Shall attend all required meetings and functions as requested.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
2. Demonstrated ability to recognize pertinent information and take detailed field notes and complete documentation forms to track progress and conditions in the field.
3. Shows understanding of activity procedures and demonstrates ability to organize and delegate tasks to facilitate the safety and well-being of Staff/partners/participants under their charge.
4. Must have demonstrated ability to learn, share, practice, and impart traditional and contemporary knowledge relating to the management, procurement, and processing of a wide variety forest resources.
5. Must have demonstrated abilities to respond effectively to unforeseeable complications in the performance of assigned duties.
6. Must have demonstrated abilities to build partnerships with stakeholders across multiple organizations, and work well with crewmembers, participating tribal members and descendants.
7. Experience related to traditional/contemporary land management, and traditionally utilized resources preferred.
8. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
9. Displayed ability to establish and maintain harmonious working relationships with other employees, youth and their parents, natural resource agencies, and the public.
10. Demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Experience and/or education:
  - a. Bachelor's degree in Forestry, Fire Ecology, Native American Studies or other Natural Resources/Forest Management field; or
  - b. At least two (2) years higher education in a Forestry, Fire Ecology, Native American Studies or other Natural Resources/Forest Management field with one (1) season experience as a field technician; or
  - c. An equivalent combination of education and related experience will be considered.
2. Must be willing to attend all required meetings and functions as requested, including those that occur outside the traditional 8-5 workday.
3. 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.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a

- criminal background check.
6. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.
  7. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
  8. Must adhere to the policies and procedures of the Karuk Tribe.
  9. Must successfully pass a TB test and a pre-employment drug screening test and be willing to submit to a criminal background check.

**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:**

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

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