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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:** Administrative Assistant/Clerk
- Reports To:** Karuk Judicial Administrator
- Location:** Yreka Office(may travel to Happy Camp and Orleans as needed)
- Salary:** \$14.55 to \$17.55
- Classification:** Part Time, 16 hours per week, Regular, Non-Exempt, Non-Entry Level
- Summary:** The Administrative Assistant will provide administrative and clerical support to the Karuk Judicial , as required. This will include scheduling appointments, filing court documents, and other organizational duties.

**Application Deadline: November 13, 2017 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)

## **POSITION DESCRIPTION**

**Title:** Administrative Assistant

**Reports To:** Karuk Judicial Administrator

**Location:** Yreka Office (may travel to Happy Camp and Orleans as needed)

**Salary:** \$14.55 to \$17.55

**Summary:** The Administrative Assistant will provide administrative and clerical support to the Karuk Judicial, as required. This will include scheduling appointments, filing court documents, and other organizational duties.

**Classification:** Part Time, 16 hours per week, Regular, Non-Exempt, Non-Entry Level

### **Responsibilities:**

1. Shall be responsible for providing administrative and clerical assistance including but not limited to word processing, spreadsheet development, court clerk filing, data entry and scheduling of appointments for the Karuk Judicial.
2. Shall compile and process expenditure receipts and invoices while adhering to current Karuk Tribal Fiscal Policies and Procedures.
3. Shall assist Administrator in maintaining budgets for the Judicial Programs such as grant funding sources, as required.
4. Shall be responsible for procurement of supplies and equipment, including procurement documentation, cost comparisons, research as to dependability, required maintenance and warranty information.
5. Shall assist with coordinating travel advance requests and reconciliations for all Judicial and Grant Program staff.
6. Shall be responsible for timely preparation of authorization forms for internal review of funding proposals and agreements for subsequent Tribal Council approval.
7. Shall assist Administrator in the preparation and distribution of Judicial Programs correspondence and reports to select funding agencies and the Tribal Council.

8. Shall ensure distribution of Karuk Tribe Judicial Programs announcements through multiple media sources including; but not limited to, the Karuk Tribal website and Karuk Judicial Website.
9. Shall prepare and deliver supplies for meetings and other functions, as requested.
10. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

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

**Requirements:**

1. At least 30 units of course work towards A.A. or B.A. and two (2) years of clerical, court, legal, or social work experience; or Associate's Degree from an accredited college or university in criminal justice, corrections, law enforcement, legal or related field and one (1) year experience in court, legal, clerical, or social work.
2. Must possess demonstrated experience in Microsoft Word, Excel, Power Point and Publisher; as well as other general computer skills.
3. Up to two years of clerical experience; and knowledge of Tribal policies and procedures is highly preferred.
4. Must be punctual, a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
5. Must have demonstrated ability to speak clearly and professionally in face-to-face, as well as telephone communications.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a drug screening test and be willing to submit to a criminal history 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: November, \_\_\_\_\_**

**Chairman's Signature:**

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**Employee's Signature:**

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