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**Karuk Community Health Clinic**  
64236 Second Avenue  
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**Karuk Dental Clinic**  
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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 Resources Technician I - Fisheries*

This is a full-time position based in **Orleans**. The Natural Resources Technician I – Fisheries is an entry-level position and will receive direct supervision from the Natural Resources Technician III/Field Crew Supervisor. This position will assist the Karuk Tribe Department of Natural Resources Fisheries Program staff (DNR) to perform tasks related to the protection and preservation of Tribal trust species. Tasks may include assistance when implementing select research projects, construction, placement and operation of out migrant rotary screw traps, biological sampling, and fish kill monitoring and response, Hydrolab water quality data collection, and nutrient grab sampling within the Middle Klamath River Sub-basin and its tributaries.

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: 10/4/18 by 5 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. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@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 I - Fisheries

**Reports To:** Natural Resources Technician III/Field Crew Supervisor, or designee

**Location:** Department of Natural Resources, Orleans, California

**Classification:** Nonexempt, Full-time, Seasonal

**Salary:** \$10.68 to \$15.58 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability.

**Summary:** The Natural Resources Technician I – Fisheries is an entry-level position and will receive direct supervision from the Natural Resources Technician III/Field Crew Supervisor. This position will assist the Karuk Tribe Department of Natural Resources Fisheries Program staff (DNR) to perform tasks related to the protection and preservation of Tribal trust species. Tasks may include assistance when implementing select research projects, construction, placement and operation of out migrant rotary screw traps, biological sampling, and fish kill monitoring and response, Hydrolab water quality data collection, and nutrient grab sampling within the Middle Klamath River Subbasin and its tributaries.

**Responsibilities:**

1. Assist in the collection of biological data using seines, mask and snorkel, electro fishing, and beach and boat seine utilizing standard data collection protocol.
2. Assist in the maintenance of all biological and hydrological sampling equipment.
3. Construction, placement, maintenance, and physical monitoring of select out migrant rotary screw traps.
4. Collect and record fish health conditions, fish abundance and distribution information and relay recorded information to designated staff.
5. Collect scale samples and recover coded wire tags for age composition and stock origin analysis.
6. Attend all monitoring and training sessions during initial deployment of sampling gear to insure consistent-monitoring protocol.
7. Attend and complete bi-annual training courses including certification in CPR/First Aid and swift water rescue training.

8. Work cooperatively with Natural Resources staff, other Tribes, agencies and the public.
9. Follow all survey techniques and protocols.
10. Shall be willing to assist with other duties encompassed within the larger Watersheds Branch, as directed.

**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:  
High school diploma or equivalent; or  
Three (3) years high school education and two (2) years' work experience; or  
An equivalent combination of education and related experience will be considered for all grades.
2. Ability to make sound and independent judgments.
3. Prior experience in fisheries science is referred; however, it is not mandatory. On the job training will be provided as needed.
4. Prior knowledge of Karuk culture and traditions referred.
5. Applicants must have advanced swimming skills, be in good physical condition.
6. Ability to work odd hours and camp in the field for extended periods of time.
7. Must have reliable method of transportation to arrive at work in a timely manner.
8. 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.
9. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.
10. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.
11. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.

- 12. Must adhere to the policies and procedures of the Karuk Tribe.
- 13. Must possess valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

**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: May 24, 2018**

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

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