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



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

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

VACANCY ANNOUNCEMENT

- Title:** Water Resources Technician I
- Reports To:** Water Quality Manager, or designee
- Location:** Department of Natural Resources, Somes Bar, CA
- Salary:** \$12.19 to \$17.70 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability
- Summary:** The Water Resources Technician I receives direct supervision from the Water Quality Manager as assigned, in all tasks related to the Karuk Tribe Water Quality Program. The Water Resources Technician I will be responsible for select Water Quality Program tasks to enhance the quality of water flowing into and from the Karuk Tribe's Ancestral Territory.
- Classification:** Nonexempt, Full-time, Seasonal

Application Deadline: May 11, 2018 by 5 PM

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resource Department, Telephone (530) 493-1600 X 2010, Fax: (530)-493-1611, Email: 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.

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 and click on the TERO page

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



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

Administrative Office

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

POSITION DESCRIPTION

Title: Water Resources Technician I

Reports To: Water Quality Manager, or designee

Location: Department of Natural Resources, Somes Bar, California

Classification: Nonexempt, Full-time, Seasonal

Salary: \$12.19 to \$17.70 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability

Summary: The Water Resources Technician I receives direct supervision from the Water Quality Manager as assigned, in all tasks related to the Karuk Tribe Water Quality Program. The Water Resources Technician I will be responsible for select Water Quality Program tasks to enhance the quality of water flowing into and from the Karuk Tribe's Ancestral Territory.

Responsibilities:

1. Shall collect and process water quality samples in and areas surrounding Tribal water bodies according to Tribal Quality Assurance procedures
2. Shall clean, calibrate, and maintain water quality instruments.
3. Shall deploy and retrieve continuous water quality samplers.
4. Shall assist in data entry.
5. Shall perform data management tasks, utilizing such software as Excel, Access, and Word to input and display water quality data.
6. Shall participate in other water quality monitoring, projects, and research in accordance with proper quality assurance and quality control.
7. Shall be available for local and out of the area travel as required.
8. Shall attend all required meetings and functions as requested.
9. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrated knowledge and experience in natural resource processes.
2. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
3. Demonstrated ability to work independently and maintain grant-related time schedules.
4. Demonstrated the ability to respond effectively to unforeseeable complications in the performance of assigned duties.

5. Demonstrated ability to drive long distances, work in inclement weather conditions, and lift heavy work equipment (up to 50 lbs).
6. Displayed the ability to establish and maintain harmonious working relationships with other employees and the public.
7. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
8. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. High school diploma or equivalent; or
 - b. At least two (2) years' experience in water quality, fisheries, watershed management, and/or natural resources; or
 - c. An equivalent combination of education and related experience will be considered.
2. 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.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
5. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.
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.
8. 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: _____