
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

Vacancy Announcement

Title: Administrative Clerk

Reports To: Executive Director, or Designee

Location: Happy Camp, CA

Assigned
Work Location: Happy Camp, CA

Salary: \$22.00 to \$32.00 per hour, DOE

Classification: Full-Time, Non-Exempt, Entry Level

Summary: This position is expected to handle a wide variety of tasks involving the clerical and administrative functions of the Tribal Administrative office. Responsible for the handling and processing of confidential and time sensitive material. Prepares both routine and advanced correspondence including letters, memoranda, and reports. Familiarity with a variety of administrative concepts, practices, and procedures is expected. Develops and implements ideas that will streamline work and identifies areas where achieving efficiencies can increase the level of communication needed within the organization.

Application Deadline: September 23, 2024 by 5:00 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 Resources Department, Telephone (530) 493-1600 ext. 2038, Fax: (855) 437-7888, Email: humanresources@karuk.us

Position Description

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Responsibilities:

1. Coordinates internal and external calendars (schedule, reschedule, and cancel) and tracking obligations as assigned.
2. Correctly and timely sorts, records and distributes incoming and outgoing mail & messages in close coordination with Office Manager and Executive Secretary.
3. Performs tasks such as professionally answering the telephone and route calls, record and take messages, manages correspondence, preparing Tribal communications and project research.
4. Provides general administrative support such as creating letters and reports, filing documents, following up on document reviews and submittals, procurement research and documentation.
5. Provides administrative and clerical support to Executive Secretary, Director of Compliance and Director of Operations as needed or requested.
6. Maintains the confidentiality, security, and physical safety of administrative records at all times.
7. Provides back-up assistance to Office Manager and/or Receptionist.

8. Cross-trained and capable to take minutes, record and moderate meetings as assigned.
9. Provides executive support on matters relating to Administrative Staff.
10. Provides support in obtaining document signatures, printing, copying, scanning and other tasks as needed for paperwork associated with Tribal Council approvals and authorizations.
11. Will take on special projects as time allows and as assigned by supervisor.
12. Assists in organizing, planning and implementing large gatherings and events as needed and assigned.
13. Is polite and maintains a priority system in accepting 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. Available for local and out of the area travel as required for job related training. Is cooperative in attending all required meetings and functions.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to understand and follow oral and written instructions
6. Self-starter attitude and ability to think and act proactively.
7. Should have the ability to work independently as well as in a team focused environment.
8. Displays the ability to provide effective and timely research when necessary.

Requirements:

1. Must have High School Diploma or GED or 3 years equivalent experience in administration.
2. Must have outstanding organization skills.

3. Exhibits excellent verbal and written skills.
4. Must have demonstrated knowledge of the Microsoft Office suite including Word, Excel, etc.
5. Demonstrated ability as a problem solver.
6. Must possess excellent telephone skills and make a positive first impression on guests, vendors etc.
7. Must be able to type 35-50 WPM
8. Must possess valid driver's license, good driving records, 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.

Review Committee Approved: _____

Employee's Signature: _____