

# KARUK TRIBE HOUSING AUTHORITY

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## Vacancy Announcement

**Title:** Clerical Assistant/Purchasing Clerk

**Reports To:** Chief Finance Officer

**Location:** Happy Camp, KTHA Office

**Salary:** \$20.00 to \$26.00 per hour, depending on experience

**Summary:** As a member of the Finance Department, the Clerical Assistant/Purchasing Clerk is responsible for the purchasing and distribution of all supplies throughout the organization and general Receptionist duties in the Happy Camp Administrative Office of the Housing Authority. This position will be cross trained to perform other functions of the Finance Office, provide administrative support to the Chief Financial Officer (CFO) as requested, and provide meals for all Happy Camp BOC Meetings.

**Classification:** Full Time, Regular, Non-Exempt

**\*Please Note: A Skills Test will be Administered Prior to Interview!**

**Application Deadline: July 3, 2025 by 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

## **POSITION DESCRIPTION**

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**Responsibilities:**

1. Greets and directs all office visitors in a friendly and helpful manner.
2. Receives and routes all telephone calls, takes accurate messages, and answers questions with an even temperament and good judgement.
3. Maintains Lobby to be aesthetically pleasing and accessible for all visitors.
4. Assists in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit the office prior to allowing them to enter the building.
5. Delivers and picks up mail from the Post Office on a daily basis.
6. Opens, logs, date stamps, and routes all incoming mail.
7. Logs, applies appropriate postage, and distributes all outgoing mail accordingly.
8. Receives, logs, and distributes all inter-office mail and packages.
9. Orders and purchases office and maintenance supplies.
10. Receives and processes requisitions for items to be purchased from outside vendors.
11. Procures quotes from vendors and selects a vendor according to procurement policy, as requested.

12. Maintains all records pertaining to the history of each requisition on costs and inventories.
13. Establishes a localized supply stock and distributes & replenish supplies as necessary throughout all offices and maintenance departments.
14. Assists in organizing and managing office/maintenance warehouse.
15. Assists in the development, and maintains an inventory system to track acquisitions and disposition of items.
16. Ensures that orders are followed up on and expedited when required.
17. Inspects items upon arrival to ensure that no damage occurred during shipping and that order is complete & accurate; documents and follows up on all backorders and credits.
18. Undertakes specifically assigned projects.
19. Prepares and provides snacks and meals for all Happy Camp Board of Commissioner (BOC) Meetings, KTHA Staff Meetings, and other events, as assigned.
20. Cross-trained in other areas of finance department including purchase orders, accounts payable, accounts receivable, payroll, and travel to provide coverage when other Finance Department employees are on leave.
21. Shall be available for local and out of the area travel as required for job related training. Attend all required meetings and functions.
22. 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. Must possess a high school diploma or equivalent.
2. Must have combination of knowledge, training, education, and experience equal to a two-year degree in Business Administration (two years of experience, equals one year of education).
3. Experience and education in procurement, purchasing, logistics, and inventory procedures *preferred*.
4. Must have competence in office equipment and working knowledge of Microsoft Suite including Word, Excel, PowerPoint, etc.
5. Must have the ability to read, interpret, and explain policies and procedures.

6. Must have skills in communicating in verbal and written form, recording information accurately, and compiling and organizing information.
7. Must have the ability to work well with little supervision in order to prioritize work and meet deadlines.
8. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug screening test and criminal history check in accordance with KTHA's hiring policy.

**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.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Committee Approved:** November 15, 2023

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