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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 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

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## Vacancy Announcement

**Title:** Natural Resources Technician II

**Reports To:** Natural Resource Technician III, or designee

**Location:** Karuk Department of Natural Resources

**Assigned Office Location:** Orleans, Happy Camp, or Yreka CA

**Classifications:** Regular, Full-time, Nonexempt

**Rate:** \$21.54-\$27.93per hour, DOE

**Summary:** The Natural Resources Technician II – is a lower mid-level position and will receive direct supervision from a Natural Resources Technician III (NR TECH III), as assigned. This position will assist the Karuk Tribe Department of Natural Resources (KDNR) with project level actions and activities. Tasks may vary depending on funding secured. Position may serve in the capacity of Cultural Resource Technician II (as qualified and assigned) as long as supervisory span of control and efficiency of operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

### **Application Deadline: Open Until Filled**

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 & 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, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

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## POSITION DESCRIPTION

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**Assigned Office**

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**Responsibilities:**

1. Assists with the coordination and implementation of project-based actions and activities as assigned.
2. Assists with the coordination, oversight, and implementation of equipment/supply inventory, maintenance, repair, and basic (non-mechanical) vehicle maintenance.
3. Maintains assigned equipment such as Personal Protective Equipment (PPE), chainsaws, and tools in good condition and working order, and reports defective equipment to supervisor immediately.
4. Assists with contractual inspections, ensuring contractors follow the scope of work outlined in their contract.
5. Attends and completes assigned trainings.
6. Works cooperatively with Natural Resources staff, other tribes, agencies, partner organizations and the public as assigned.
7. Maintains professional conduct throughout all work assignments.

8. Communicates with supervisor, understands and follows instruction, & implements assignments as directed.
9. Works to ensure assigned actions and activities meet or exceed expectations in relation to work quality, quantity and the appropriate code of conduct.
10. Travels for work/training assignments.
11. Completes and signs all appropriate documents and timecards in an accurate and timely manner.
12. Assists with project activities within the scope of the department's mission as directed.
13. Assists with coordination and implementation of work conducted by cultural practitioners as assigned.
14. Shall be polite and maintain 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. 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.
5. Demonstrates the ability to make sound and independent judgements in a potentially stressful environment.

**Requirements:**

1. Education and/or experience
  - a. High school diploma or equivalent with two (2) years of work experience as a field technician; or
  - b. An equivalent combination of education and related experience will be considered. Equivalencies based on 2:1 ratio, 2 years of experience equals 1 year of education.
2. Must have a background in natural resources-based project work.
3. Must have experience in or willing to learn Global Positioning System (GPS) data collection using field maps and/or Avanza maps. Higher levels of competence in this requirement will allow higher applicant selection rating.
4. Must have ability to coordinate reliable method of transportation and arrive at work in a timely manner.
5. Must be responsible for using safe work practices, for following directives, guidelines, and procedures, and for maintaining a safe and secure work environment.
6. Must be effective, efficient, productive and timely in producing and delegating assigned work products while working in a remote environment as needed while maintaining data security at all times.
7. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.
8. Must possess a valid California driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to the policies and procedures of the Karuk Tribe.

**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:** June 11, 2025

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