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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:** Executive Assistant

**Reports To:** Chief Executive Officer (CEO)

**Locations:** Yreka, CA

**Assigned  
Work Location:** Yreka, CA

**Salary:** \$23.00 – \$40.00 per hour DOE

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

**Summary:** This position relieves Health and Human Service (HHS) executives of administrative type functions. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Assumes temporary responsibility of Health & Human Services general operations when the Chief Executive Officer and the Operations Manager are unavailable. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Relies on experience and judgment to plan and accomplish goals. Comes up with ideas that will streamline work and identifies incidents that require immediate attention in the organization. A wide degree of creativity and latitude is expected.

### **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 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 7034, Fax: (855) 437-7888, or Email at [humanresources@karuk.us](mailto:humanresources@karuk.us)

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### **Position Description**

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**Responsibilities:**

1. Coordination of internal and external Executive calendars (schedule, reschedule, and cancel) and obligations. Consistently provide daily appointment schedules to HHS executives.
2. Assist CEO in the improvement of processes and policies in support of organizational goals.
3. Will take on special projects as directed by HHS executives.
4. In conjunction with the CEO, assist in the preparation and control of operational budgets.
5. Should professionally answer the telephone and route calls, recording and taking

messages as appropriate. Competently and timely sort incoming mail and messages and process outgoing mail.

6. Provides office support typing, filing, copying etc.
7. Maintains the confidentiality, security, and physical safety of clinic records (including health, human resources etc.) at all times.
8. Contributes to team effort by accomplishing related tasks as needed.
9. Assumes temporary responsibility of Health & Human Services general operations when the Chief Executive Officer and the Operations Manager are unavailable.
10. Provide executive support on matters relating to the Executive's chief obligations and mandates (i.e. assist CEO and staff in the improvement of processes and policies in support of organizational goals).
11. Available for local and out of the area travel as required for job related training. Attend all required meetings and functions as requested.
12. 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. Previous experience working with a C-level executive highly desirable.
4. Display 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. Must have a neat and tidy appearance.
7. Self-starter attitude and ability to think and act proactively.
8. Should have the ability to work independently as well as in a team focused environment.
9. Displays the ability to provide effective and timely research when necessary.

**Requirements:**

1. Must have High School Diploma or equivalent. Must have Associates degree or 2 years equivalent experience in administration at an executive level.

2. Requires an associate's degree or its equivalent with at least 2 years of experience working with C-level executives or Directors. Familiar with a variety of Health and Human Services concepts, practices, and procedures is highly desirable.
3. Must have outstanding organization skills.
4. Exhibits excellent verbal and written skills.
5. Must have excellent knowledge of the Microsoft Office suite. Demonstrated ability as a problem solver.
6. Must possess excellent telephone skills and make a positive first impression on guests, patients, vendors etc.
7. Must possess valid driver's license, good driving records, and be insurable by the Tribe's insurance carrier.
8. Must adhere to the confidentiality and HIPAA policies.
9. Must become certified and remain current in infant, child, and adult CPR and First Aid.
10. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B and Influenza. Must test annually for TB.

**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.

**Committee Approved: July 3, 2025**

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

**\*\* Employees must sign position descriptions annually, during their evaluation.**