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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:** Procurement & Inventory Clerk (PIC)

**Reports to:** Chief Finance Officer (CFO)

**Location:** Happy Camp Administration Office

**Assigned Work Location:** Happy Camp, CA

**Salary:** \$28.00 to \$33.00 per hour/DOE

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

**Summary:** Under general direction, the Procurement & Inventory Clerk (PIC) will perform a variety of accounting and other tasks. The PIC is responsible for the effective management of the procurement and inventory function of the Tribe. This role oversees purchasing activities, inventory control, vendor relations, and compliance with tribal, state, and federal regulations. The PIC ensures the accurate receipt, storage, and distribution of supplies and equipment across all Karuk Tribal facilities including facilities in Yreka, Happy Camp, and Orleans, CA. The role requires knowledge of procurement processes, commercial supply sources, business practices related to sales, pricing, contracts, and logistics.

### **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)

## POSITION DESCRIPTION

<b>Title:</b>	Procurement & Inventory Clerk (PIC)
<b>Reports to:</b>	Chief Finance Officer (CFO)
<b>Location:</b>	Happy Camp Administration Office
<b>Assigned Work Location:</b>	Happy Camp, CA
<b>Salary:</b>	\$28.00 to \$33.00 per hour/DOE
<b>Classification:</b>	Full Time, Regular, Non-Exempt, Non-Entry Level
<b>Summary:</b>	Under general direction, the Procurement & Inventory Clerk (PIC) will perform a variety of accounting and other tasks. The PIC is responsible for the effective management of the procurement and inventory function of the Tribe. This role oversees purchasing activities, inventory control, vendor relations, and compliance with tribal, state, and federal regulations. The PIC ensures the accurate receipt, storage, and distribution of supplies and equipment across all Karuk Tribal facilities including facilities in Yreka, Happy Camp, and Orleans, CA. The role requires knowledge of procurement processes, commercial supply sources, business practices related to sales, pricing, contracts, and logistics.

### Responsibilities:

1. Manages procurement and inventory processes in compliance with tribal policies and procedures as well as any state, federal and grant requirements.
2. Oversees basic purchasing operations, including purchasing, receiving, storing, distribution, and inventory management.
3. Coordinates with all tribal departments to assist with and process purchases and procurements.
4. Maintains inventory control processes, including stock tracking and reconciliation with computerized records.
5. Conducts required inventory counts and audits to ensure accuracy.
6. Prepares and maintains procurement records, including authorizations, purchase orders, invoices, and contracts, if applicable.

7. Responsible for loss prevention by receiving, sorting, labeling, routing, and securing items in a timely manner to prevent theft and ensure proper inventory control.
8. Serves as Liaison with vendors and transport companies to ensure timely and accurate deliveries and returns as applicable.
9. Researches and obtains pricing, product information, and specifications for purchasing decisions.
10. Maintains proper documentation for tracking purchases, including disposition records when necessary.
11. Ensures procurement of vehicles prioritizes maintenance-friendly specifications, safety ratings, and operational suitability for tribal use.
12. Develops and implements procurement policies and procedures to guide the acquisition of vehicles consistent with tribal needs, budget and regulatory requirements.
13. Prepares all deposit documents, deposit slips, and all cash receipts on a daily basis.
14. Provides copies of each cash receipt as follows: one for customer, one for cash receipts file, and one for fiscal records.
15. Collects cash and issues cash receipts to various programs, and third parties.
16. Tracks petty cash; reports any anomalies to CFO.
17. Assists with annual audit.
18. Adheres to the Tribe's confidentiality, fiscal and personnel policies.
19. Be available for local and out of the area travel as required for job related training and various activities.
20. Attends all required meetings, trainings and functions.
21. Be polite and maintain a priority system in accepting other job-related duties as assigned.

**Qualifications:**

1. Demonstrated ability to work effectively with Native American populations in culturally diverse environments.

2. Displays the ability to establish and maintain harmonious working relationships with other employees, the communities we serve and the general public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Excellent organizational, problem-solving, and communication skills.
5. Demonstrated ability to understand and follow oral and written instructions.
6. Experience with inventory control systems and software required.
7. Must be proficient in Microsoft Word, Excel, and Outlook.

**Requirements:**

1. High school diploma or equivalent required; Associate's degree in business, finance, logistics, supply chain management, or a related field preferred. An equivalent combination of education and related experience will be considered. Equivalencies based on a 2:1 ratio, 2 years of experience equals 1 year of higher education.
2. Must have competence in word processing, spreadsheets, office equipment, and general computer skills.
3. Demonstrates understanding of procurement and inventory management.
4. Knowledge of material inventory, logistics, and supply chain management.
5. Must be a self-starter, well organized and willing to learn new skills.
6. Must have the ability to understand and follow oral and written instructions.
7. Valid driver's license, good driving record, and insurability by the Tribe's insurance carrier.
8. Must successfully pass a pre-employment drug and alcohol screening test and 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.

**Committee Approved: July 2, 2025**

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

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