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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 Tribe

**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:** Executive Director

**Location:** Happy Camp

**Salary:** \$45,000 to \$65,000 per year, depending on experience

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

**Summary:** This position is expected to handle a wide variety of situations involving the clerical and administrative function of the Tribal Administrative office. Responsible for 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. Comes up with ideas that will streamline work and identifies areas where achieving efficiencies can increase the level of communication needed within the organization.

**Please Note: Skills Test Required Prior to Interview!**

**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 Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## Position Description

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**Responsibilities:**

1. Coordination of 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 and messages in close coordination with Office Manager and Executive Secretary.
3. Performs tasks such as professionally answer the telephone and route calls, record and take messages, correspondence management, preparing company communication and project research.
4. Provides general administrative support such as typing letters and reports, filing documents, following up on document reviews and submittals, and procurement research and documentation.
5. Provides administrative and clerical support to Tribal Chairman and Vice-Chairman, Executive Secretary, Director of Compliance and Director of Operations as needed or requested.
6. Shall maintain the confidentiality, security, and physical safety of administrative records at all times.
7. Shall provide back-up assistance to Office Manager and/or Receptionist. Shall be cross-trained to take minutes, record and moderate meetings for Tribal Council and other Boards as assigned.
8. Provides executive support on matters relating to Administrative Staff and

Chairman/Vice-Chairman's primary duties and obligations.

9. Shall be a single point of contact for Directors needing document signatures, printing, copying, scanning and other tasks as needed for paperwork associated with Tribal Council approvals and authorizations.
10. Shall be cross trained to manage databases and client interactions related to processing applications for Tribal Council authorized projects.
11. Will take on special projects as time allows and as assigned by supervisor.
12. Shall assist 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. Is available for local and out of the area travel as required for job related training. Is cooperative in attending all required meetings and functions as requested.
4. Previous experience working with a C-level executive highly desirable.
5. Display the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Demonstrates the ability to understand and follow oral and written instructions
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 Associates degree or 3 years equivalent experience in administration at an executive level.
2. Must have outstanding organization skills.

3. Exhibits excellent verbal and written skills.
4. Must have demonstrated knowledge of the Microsoft Office suite.
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 60-75 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:** August 31, 2022

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