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

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

(Internal Posting)

Title: IT/Security Technician

Reports to: Information Technology Manager

Location: Happy Camp

Salary: $18 to $28 per hour, depending on experience

Summary: The Security Technician is a member of the Information Technology Department, and provides IT user support. The Security Technician installs, maintains and reviews all the digital camera and digital security systems for the Karuk Tribe. The Security Technician is also responsible for reviewing camera recordings and completing an incident report after a security event has occurred.

Classification: Full Time, Regular, Non-Exempt

Application Deadline: November 23, 2022 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

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Responsibilities:
1. Shall be responsible for the upkeep and maintenance of technology, including but not limited to computers, servers, printers, networking, phone systems and camera systems in all tribal offices and programs.

2. Shall add, remove and update user accounts on various servers and systems.

3. Shall perform computer, printer, and telephone installation, maintenance and troubleshooting.

4. Shall perform software installation, updates, and troubleshooting.

5. Shall perform regular checks on Karuk Tribe digital security cameras and digital security systems to insure the integrity of these assets during security incidents.

6. Shall notify the appropriate maintenance department if any security cameras need cleaning or vegetation removal.

7. Shall install new digital security cameras and other security related items, sometimes located on high walls and roofs, with cabling in tight spaces such as attics.

8. Shall prepare designs and recommendations to present to management to improve security at all tribal sites as needed.

9. Shall review security camera recordings after an incident, and prepare appropriate reports for management and law enforcement.

10. Shall install, update, and maintain Digital Video Recorders (DVRs) and Network Video Recorders (NVRs) for all of the Karuk Tribe's camera systems.
11. Shall keep records all of IT security related equipment, software, and licensing.

12. Shall assist Information Technology Manager and the CIO with major projects.

13. Shall perform technical work related to equipment repair. This includes calling support companies and performing hardware replacements.

14. Shall assist Network Administrator with computer and server backups and disaster recovery planning and preparation.

15. Shall assist with pulling and terminating twisted pair and fiber optic network cables.

16. Shall perform troubleshooting as problems arise.

17. Shall be responsible for data entry into trouble ticket system.

18. Shall work effectively with managers and staff and maintain cooperative relationships.

19. Is available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.

20. Shall be polite and maintains a priority system in accepting other 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.

5. Have the ability to work with little supervision.

6. Good troubleshooting skills to pinpoint software and hardware problems

7. Have working knowledge of software products including Microsoft Office, PDF, email clients, web applications and audio/video applications.

8. Working knowledge of networking and Internet systems.

9. Hands-on experience in system installation, configuration and maintenance.

10. Have strong communication skills including writing, speaking and phone etiquette.

Requirements:
1. Must have a high school diploma or equivalency.

2. Must have at least one of the following:
   a. An associate's degree in a computer or security field
   b. 1 year's experience working in a technical or security field
   c. At least one appropriate technology or security certification, such as CompTIA A+, Network+, Security+ or equivalent.

3. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects or large boxes; physical ability to lift and carry objects ranging from 25-40 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills.

4. Must have the ability to work on a ladder and in high locations such as roof tops.

5. Must have the ability to work in tight locations such as attics and crawl spaces.

6. Must have knowledge of computers, networks and security, including specific knowledge of IP cameras, Windows, switching, telephony, and cabling.

7. Must have A+, Network+, Security+ or other technical certifications, or a willingness to obtain.

8. Must be a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.

9. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.

10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

11. Must adhere to confidentiality policy. Must never reveal information obtained from security cameras and systems except with management permission or as required by law.

12. Must successfully pass a pre-employment drug screening test and be willing to submit to 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.

Council Approved: March 22, 2018
Review Committee Approved: November 14, 2022

Employee's Signature: _____