



## Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

**Title:** Sales Clerk II

**Reports To:** Shop Manager

**Location:** Amkuuf Smoke Shop, Yreka

**Salary:** \$8.50 to \$9.00 per hour, depending on experience

**Summary:** The mission of the Karuk Community Development Corporation is *to develop among Tribal members of the Karuk Tribe of California the managerial and technical capabilities to assume leadership roles in building diversified, sustainable economies by creating new business ownership and employment opportunities within the ancestral territory of the Karuk people.* The KCDC plans, develops, and oversees the operation of Karuk Tribal businesses. The Sales Clerk II will facilitate retail sales at the Amkuuf Smoke Shop.

**Classification:** Part Time (minimum 16 hours per week plus on call), Regular, Non Exempt, Non Entry Level

**Application Deadline: 5pm Friday September 06, 2013**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or Human Resources Manager, Karuk Tribe, PO Box 1016, Happy Camp, California 96039.

- Telephone (530) 439-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: [lcolegrove@karuk.us](mailto:lcolegrove@karuk.us)

The Karuk Tribe's (TERO) Preference, Drug & Alcohol Policy apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.



## POSITION DESCRIPTION

**Title:** Sales Clerk II

**Reports To:** Shop Manager

**Location:** Amkuuf Smoke Shop, Yreka

**Salary:** \$8.50 to \$9.00 per hour, depending on experience

**Summary:** The mission of the Karuk Community Development Corporation is *to develop among Tribal members of the Karuk Tribe of California the managerial and technical capabilities to assume leadership roles in building diversified, sustainable economies by creating new business ownership and employment opportunities within the ancestral territory of the Karuk people.* The KCDC plans, develops, and oversees the operation of Karuk Tribal businesses. The Sales Clerk II will facilitate retail sales at the Amkuuf Smoke Shop.

**Classification:** Part Time (minimum 16 hours per week plus on call), Regular, Non Exempt, Non Entry Level

### **Responsibilities:**

1. Shall be responsible for store sales, inventory, and under the direction of the Store Manager, assist in advertising/promotions, customer relations, merchandising, product selection, product ordering and pricing and related duties.
2. Shall perform merchandising duties such as stocking shelves, installing or changing displays, etc.
3. Shall provide tobacco cessation information to customers in collaboration with Public Health Nurse.
4. Shall operate the cash register, receive payments, and prepare daily sales slips, bank deposits and merchandise orders.
5. Shall travel as required for deliveries, purchases and employee training.
6. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
7. Other job related 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.



**Requirements:**

1. Must be willing to work flexible hours and able to work on an on-call basis as needed
2. Must be knowledgeable of general retail sales systems.
3. Must be able to add and subtract, to follow oral and written instructions and to utilize tools of the retail sales trade.
4. Must have knowledge of the Point of Sale software systems.
5. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
6. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects, office equipment, furniture, or miscellaneous equipment; physical ability to lift and carry objects ranging from 50-75 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.
7. Must have a valid California driver's license and good driving record.
8. Must be able to work well with the public.
9. Must successfully pass a drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Board Approved Date:**

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

**KCDC Chairman's Signature:** \_\_\_\_\_