
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

Title: Administrative Support Assistant

Reports To: Unit Fire Program Manager, or designee

Location: Department of Natural Resources, Orleans, California, or hybrid as assigned

Supervisory Responsibilities: This is not a supervisory position.

Salary: \$21.44 - \$26.11/hr. depending on education and experience

Classification: Regular, Full Time, Non-Exempt

Summary: Under the direct supervision of the Fire Management Officer, or designee, this position will assist in all technical, public, and environmental forums, as needed. Shall develop, administer, and assist in the management of the Integrated Wildland Fire Management deliverables and funds.

Application Deadline: September 6, 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

POSITION DESCRIPTION

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Responsibilities:

1. Shall assist in any fire related grant, agreement, contract and compliance requests as needed.
2. Assist Fire Staff and Fire program coordinators in public relations functions for matters relating to Fire program activities.
3. Coordinate with funding agencies to confirm project timelines and deliverables are met.
4. Assist in coordinating funding source programmatic addendums, modifications, and extensions.
5. Assist in proposal submission; including budget preparation, application forms, and due dates.
6. Shall oversee fire times, budgets, tracking and assist with BIA invoicing.
7. Shall track all training needs, and maintain database and hard copy files.
8. Shall attend specified training and class requirements
9. Must adhere to the policies and procedures of the Karuk Tribe.
10. Shall be available for local and out of the area travel as required for job related duties and training.
11. Shall attend all required meetings and functions as requested.
12. Be polite and maintain 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. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.

4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. Bachelor's degree in Vocational Training, Native American Studies, Business Administration, Natural Resources or related field, and one (1) year experience; or
 - b. An equivalent combination of education and related experience will be considered.
2. Must have experience and demonstrated ability in the development and oversight of Tribal grants, contracts and environmental agreements.
3. Must have experience in initiating and following through on complex financial management tasks.
4. Must have excellent mathematical skills and communication skills both written and oral.
5. Must have excellent management and multi-tasking skills.
6. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
7. Must have experience in computer data, word processing, and spreadsheet application programs as professional tools.
8. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. 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: January 8, 2020

Revised: October 22, 2020

Review Committee Approved: April 12, 2022

Revised: July 13, 2022

Employee's Signature: _____