
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

**Vacancy Announcement
(Internal Posting)**

- Title:** Clerical Assistant
- Reports to:** Domestic Violence Services Program Coordinator
- Location:** Happy Camp Office
- Salary:** \$13.40 hr. - \$15.38 hr., depending on experience
- Classification:** Full-Time, Regular, Non-Exempt
- Summary:** The Clerical Assistant will provide support in a variety of functions including but not limited to; filing, answering phones, taking messages, performing data entry, typing documents, making copies, faxing, shredding, and delivering mail. Provide direct support to the Program Coordinator, as needed.

Application Deadline: November 19, 2018 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 Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: tparry@karuk.us

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POSITION DESCRIPTION

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Reports To: Domestic Violence Services Program Coordinator

Location: Happy Camp Office

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Summary: The Clerical Assistant will provide support in a variety of functions including but not limited to; filing, answering phones, taking messages, performing data entry, typing documents, making copies, faxing, shredding, and delivering mail. Provide direct support to the Program Coordinator, as needed.

Classification: Full-Time, Regular, Non-Exempt

Responsibilities:

1. Shall greet and conduct initial screening of victims in a friendly and helpful manner.
2. Shall receive and route telephone calls, take accurate messages and answer questions with an even temperament and good judgment.
3. Shall log incoming and outgoing mail.
4. Shall assist Program Coordinator as needed to order office and program supplies.
5. Shall provide clerical support including but not limited to filing, shredding, copying, faxing, scanning, word processing, and data entry to the D.V. Services Program Coordinator.
6. Shall, under direct supervision, prepare program reports for submission to Administrator for monthly Tribal Council Meetings and or Grant Reports.

7. Shall conduct accurate research to gather information on various topics as requested.
8. Shall be cross trained to accurately record minutes at assigned meetings as necessary.
9. Shall be willing to participate in various types of job skills enrichment including but not limited to basic computer skills, software programs, spreadsheets, and administrative support.
10. Shall assist Program Coordinator in planning and executing outreach/educational events.
11. Shall be available for local and out of the area travel as required for job related training.
12. Shall attend all required meetings and functions as requested.
13. Shall be polite and maintain a priority system in accepting other position related 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.

Requirements:

1. AA degree preferred or equivalent college units and 1 year experience working in one or more social programs such as family services, child services, substance abuse programs. Juvenile corrections programs or domestic violence services program or shelter.
2. Must possess demonstrated experience in typing, word processing, and other general computer skills. Keyboarding speed at or above 45 WPM desired.
3. Must have the ability to work well in a fast paced environment with priorities that shift often.

4. Must be a self-starter, well organized, and willing to learn new skills.
5. Must be dependable.
6. Must be able to politely prioritize duties and projects ensuring timely completion of all assigned tasks.
7. Must possess the potential to competently learn and perform all tasks listed in this position description.
8. Must possess a valid driver's license, good driving record, and be insurable by the Karuk Tribe's insurance carrier.
9. Must adhere to confidentiality policy.
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: August 23, 2018

Chairman's Signature: _____

Employee's Signature: _____