
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

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

Title: Clerical Technician I

Reports To: Natural Resources Director

Location: Orleans, California

Salary: \$10.00 per hour

Classification: Temporary On-Call, 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.

Application Deadline: 5pm Monday September 23, 213

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

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: 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: Clerical Technician I

Reports To: Natural Resources Director

Location: Orleans, California

Salary: \$10.00 per hour

Classification: Temporary On-Call, 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.

Responsibilities:

1. Shall answer telephones in a professional friendly manner, and process messages for all DNR staff.
2. Shall assist in coordinating travel arrangements for DNR staff.
3. Shall assist in processing required advance/reimbursement forms.
4. Shall maintain and update all DNR filing systems.
5. Shall process mileage logs for all DNR vehicles.
6. Shall assist in processing of purchase requisitions.
7. Shall maintain DNR office supply inventories.
8. Shall maintain DNR incoming/outgoing correspondence database.
9. Shall assist in preparing presentations and reports.
10. Shall abide by all Karuk Tribal Personnel Policies.
11. Shall be willing to attend skills and training and certification courses.
12. Shall Travel as needed.
13. Shall assist Natural Resources staff in office operations.

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 have knowledge of Natural Resources processes.
2. Must be proficient in office procedures.
3. Must have experience in clerical and secretarial duties.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier or be able to obtain driver's license within six months of employment.
5. Must adhere to confidentiality policy.
6. Must successfully pass a pre-employment drug and alcohol 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.

Council Approved: April 29, 1999

Chairman's Signature: _____

Employee's Signature: _____