

Department of Natural Resources

39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone: (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe



Administrative Office

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

Orleans Medical Clinic

39051 Highway 96
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

Vacancy Announcement

(Internal Posting)

- Title:** Clerical Technician I (on-call)
- Reports To:** Administrative Operations Manager, or designee
- Location:** Department of Natural Resources, Orleans, California
- Classification:** Nonexempt, (On-Call)
- Salary:** \$15.00-18.40 per hour, depending on education, experience, qualifications, time served in an equivalent capacity and funding availability.
- Summary:** Under supervision of the Director of Natural Resources and Environmental Policy or designee, the Clerical Technician I shall receive and route all incoming calls, take accurate messages and answer questions with an even temperament. This position shall greet and direct all visitors, shall log and route all incoming and outgoing mail, and perform other clerical duties as assigned.

Application Deadline: November 9, 2021 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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Summary: Under supervision of the Director of Natural Resources and Environmental Policy or designee, the Clerical Technician I shall receive and route all incoming calls, take accurate messages and answer questions with an even temperament. This position shall greet and direct all visitors, shall log and route all incoming and outgoing mail, and perform other clerical duties as assigned.

Responsibilities:

1. Shall greet and direct all visitors in a friendly and helpful manner.
2. Shall receive and route all telephone calls, take accurate messages and answer questions with an even temperament and good judgment.
3. Shall log and route all incoming and outgoing mail into a computerized database in a timely fashion.
4. Shall receive and route all incoming packages (FedEx, UPS, etc.) notifying departments/programs of their arrival and storing them in a secure location when necessary.
5. Shall perform "rounds" of mail delivery as needed to post office and other Tribal offices.
6. Shall order and deliver food for Tribal Council and other Tribal Department functions within the Orleans area as authorized.
7. Shall maintain pool car schedules for Tribal employee usage, including collection and submission of mileage logs and associated receipts to the Finance Department as necessary.
8. Shall make sure an adequate supply of vehicle log sheets are available for Orleans vehicles.
9. Shall coordinate scheduling for Community Room and Council Chamber usage.
10. Shall maintain log of copy machine usage, and coordinate maintenance/repair as needed.
11. Shall assist in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit Tribal Offices prior to allowing them to see other staff.
12. Shall maintain reception area to be aesthetically pleasant and accessible to visitors.

13. 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.
14. Shall 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. Has displayed the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. High school diploma or equivalent; or
 - b. An equivalent combination of education and related experience will be considered for all grades.
2. Must have competence in word processing, spreadsheets, office equipment and general computer usage.
3. Must be a self-starter, well organized and willing to learn new skills.
4. 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.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.
7. Must adhere to the confidentiality policy.
8. Must adhere to the policies and procedures of the Karuk Tribe.

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: February 1, 2017

Review Committee Approved: November 2, 2021

Employee Signature: _____ **Date:** _____