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**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

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## Vacancy Announcement

**Title:** Enrollment Officer

**Reports To:** Tribal Council

**Location:** Happy Camp Administration Office

**Salary:** \$15.00 to \$ 25.00, depending on experience.

**Classification:** Full Time, Regular, Exempt

**Summary:** The Enrollment Officer shall be responsible for oversight of the Karuk Tribal Membership Rolls. Shall work directly with the Enrollment Committee to oversee procedures for enrollment into the Karuk Tribe and implement changes as approved. Shall provide information to Membership regarding services offered by the Enrollment Department and answer questions regarding enrollment. Shall assist potential members with family research as necessary to aide them in the enrollment process.

**Application Deadline: Tuesday May 07, 2013.**

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

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

Applicant's must submit an employment application to the Happy Camp Human Resources Office no later the deadline Tuesday May 07, 2013.

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## POSITION DESCRIPTION

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**Responsibilities:**

1. Shall be responsible for oversight of the Karuk Tribal Membership Rolls.
2. Shall coordinate with the Enrollment Committee regarding procedures and Ordinance enforcement.
3. Shall implement Ordinance changes when approved by the Enrollment Committee and Tribal Council.
4. Shall compose letters and documents and develop/modify forms as necessary for use in the Enrollment Department.
5. Shall do preliminary research as needed to verify Karuk tribal affiliation and blood quantum.
6. Shall perform research relating to the eligibility of applications for membership and provide recommendations based on research.
7. Shall analyze enrollment records utilizing a computerized database including creating reports as necessary.

8. Shall provide recommendations to the Enrollment Committee regarding necessary changes within the membership rolls based on research findings as necessary.
9. Shall schedule meetings and prepare documents for the monthly Enrollment Committee meetings.
10. Shall coordinate with the Election Committee regarding necessary documentation verifying voter eligibility and registration as needed.
11. Shall coordinate mailing of the quarterly Tribal Newsletter including printing mailing labels, applying mailing labels, sorting for mailing, and ensuring proper postage is obtained from Finance Department.
12. Shall assist qualified members with processing sales tax exemptions, DMV exemptions and free fishing license applications as requested.
13. Shall attend monthly Council Meetings to request approval of Resolutions enrolling and relinquishing membership as necessary.
14. 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.
15. 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. Must be an enrolled Karuk Member .
2. Must possess high school diploma or equivalent.
3. Must have computer knowledge including experience with databases, spreadsheets, and word processing. Experience with Access Databases and/or data entry is highly preferable.
4. Must have experience working with the public and good communication skills.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

6. Must possess previous experience as a supervisor.
7. Must adhere to confidentiality policy.
8. 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.

**Council Approved: April 25, 2013,**

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

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