
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

Title: Enrollment/Census Specialist
Reports to: Enrollment Officer
Location: Happy Camp, California
Salary: \$15.00 to \$20.00 per hour, depending on experience
Classification: Part-Time (25 hours/week), Regular, Non-Exempt

Summary: The Enrollment/Census Specialist shall work five days per week using professional, courteous office management skills. Shall process requests utilizing available office equipment. Shall aid the Tribal membership/descendants and community population. Shall maintain Census data and prepare reports as requested.

Application Deadline: Open Until Filled

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 keep department correspondence up to date.
- 2) Shall process Tribal Membership/Descendant applications.
- 3) Shall prepare family trees.
- 4) Shall keep the mailing list up to date.
- 5) Shall provide various forms as needed.
- 6) Shall provide verification of membership/descendant status to other Tribal departments.
- 7) Shall provide ID cards for members, descendants and employees, keeping ID card machine clean and in good working order.
- 8) Shall aid with bulk mailing for other departments.
- 9) Shall maintain department files.
- 10) Shall maintain Tribal Census data and produce reports as requested.
- 11) Shall work with Directors to develop additional databases to serve program needs.
- 12) 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.
- 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) Must possess high school diploma or equivalent.
- 2) Must have computer knowledge including experience with databases, spreadsheets, and word processing. Experience with Access Databases and data entry is highly preferable.
- 3) Must have experience working with the public and good communication skills.
- 4) Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- 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.

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: **Revised:** December 28, 2005, June 2007, October 2012, November 20, 2014, April 22, 2021

Chairman's Signature: _____

Employee's Signature: _____