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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 Tribe****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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**Karuk Dental Clinic**

64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

## Vacancy Announcement

**Title:** Administrative Assistant

**Reports To:** Compliance Director

**Location:** Karuk Tribe Gaming Commission Compliance Office Yreka, CA

**Salary:** \$15.00 - \$18.00 per hour, depending on experience

**Summary:** The Administrative 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 Gaming Commissioners, Compliance Director, and Compliance Officers.

**Classification:** Full-time, Regular, Non-Exempt

**Application Deadline: August 9, 2022**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Administrative Assistant

**Reports To:** Compliance Director

**Location:** Karuk Tribe Gaming Commission Compliance Office Yreka, CA

**Salary:** \$15.00 - \$18.00 per hour, depending on experience

**Summary:** The Administrative 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 Gaming Commissioners, Compliance Director, and Compliance Officers.

**Classification:** Full-time, Regular, Non-Exempt

**Responsibilities:**

1. Shall greet and direct visitors 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 provide clerical support, including reviewing State gaming applications for accuracy, filing, shredding, copying, mailing, faxing, scanning, word processing, and data entry to the Gaming Commissioners, Compliance Director, and Compliance Officers.
4. Under direct supervision shall prepare Commissioner meeting agendas and record meeting minutes for the Commission's official record.
5. Shall, under direct supervision, prepare meeting packets for the Commissioners, Compliance Director, and Compliance Officers.
6. Shall, with proper guidance, record mail and packages daily and copy and distribute mail as necessary.
7. Shall conduct accurate research to gather information on various topics as requested.
8. 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.
9. Shall be available for local and out of the area travel as required for job-related training.
10. Shall attend all required meetings and functions as requested.
11. Shall be polite and maintain a priority system in accepting other position-related job duties as assigned.
12. Will be responsible for processing gaming commission invoices for payment.
13. Maintain, file, and record Gaming Commission financial documents.

14. Shall be responsible for processing Gaming Commission roll call sheets for payment.

**Qualifications:**

1. Must have the ability to work effectively in a fast-paced working environment.
2. Must be able to communicate with different individuals from all different backgrounds and diverse environments.
3. Must have the ability to manage time well and work under stressful conditions with an even temperament.
4. Must have the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Must have the ability to understand and follow oral and written instructions.
6. Must have a neat appearance.
7. Must have reliable transportation.
8. Must be able to show proficiency in word processing, operating office equipment, meeting minutes, and managing multiple phone lines.
9. Two years of experience in related field and keyboarding speed at or above 50 WPM preferred

**Requirements:**

1. High School Diploma or equivalent.
2. Must possess demonstrated experience in typing, word processing, and other general computer skills.
3. Must have the ability to take direction from the Compliance Director.
4. Must have the ability to work well in a fast-paced environment with priorities that shift often.
5. Must be a self-starter, well organized, and willing to learn new skills.
6. Must be dependable.
7. Must be able to politely prioritize duties and projects, ensuring timely completion of all assigned tasks.
8. Must possess the potential to learn and perform all tasks listed in this position description.
9. Must possess a valid driver's license, good driving record, and be insurable by the Karuk Tribe's insurance carrier.
10. Must adhere to confidentiality policy.

11. Must successfully pass a pre-employment drug screening test.
12. Must pass a criminal background check as well as be eligible for a Commission license.
13. Must be found licensable by the Karuk Tribe Gaming Commission.

**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 qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Review Committee Approved:** March 3, 2022

**Revised:**

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