



Vacancy Announcement

Title: Clerical Assistant

Reports To: Executive Director

Location: Karuk Community Development Corporation - Happy Camp

Salary: \$15.00 - \$19.00 per hour

Classification: Full Time, Non-Exempt, Entry Level

Summary: The Clerical Assistant will assist in a variety of clerical and administrative functions providing support to the administrative and financial departments of KCDC.

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: (530) 493-5322, Fax: (855) 437-7888, Email: vsimmons@karuk.us



Position Description

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Reports To: Executive Director

Location: Karuk Community Development Corporation – Happy Camp

Salary: \$15-\$19 per hour

Classification: Full Time, Non-Exempt, Entry Level

Summary: The Clerical Assistant will assist in a variety of clerical and administrative functions providing support to the administrative and financial departments of KCDC.

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 log and oversee all outgoing mail and sort, log and distribute incoming mail.
4. Shall provide clerical support to Executive Director, Finance staff and program directors with photocopying, scanning and faxing documents, shredding, and filing, etc.
5. Shall prepare meeting packets for KCDC Board and Karuk Tribe Planning Meetings.
6. Shall conduct phone votes.
7. Shall coordinate with staff to order office supplies, general supplies, and janitorial supplies.
8. Shall assist with job posting, assist with updating position descriptions and communication with HR regarding vacancies to be posted.
9. Shall attend KCDC Board Meetings and complete board meeting minutes and maintain the office record of the meeting. Must be willing to work a varied work schedule on Board Meeting days to include the evening when the meetings occur.
10. Shall assist finance with various duties including checking and entering data, invoicing, and developing spread sheets. Must be willing to cross-train for Financial Assistant as

skills are developed and as appropriate in order to provide coverage in their absence as well as to provide segregation of duties as they relate to fiscal protocols.

11. Shall be willing to participate in various types of job skills training as necessary and appropriate.
12. Shall log purchase requisitions and disseminate purchase orders to requesting staff member.
13. Shall be available for local and out of area travel as required for job related training and attend all required meetings and functions as requested.
14. Shall complete other job-related duties as assigned.

Qualifications:

1. Cultural Competency: Demonstrated ability to work effectively with Native American people in culturally diverse environments.
2. Professionalism: Demonstrates respect, honesty, integrity, and fairness to all. Follows all applicable policies and procedures. Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with other staff is purposeful and appropriate.
3. Teamwork: Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of the Karuk Community Development Corporation and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. Program Support: Supports, cooperates, and assists to meet the goals of all components of the Karuk Community Development Corporation. Establishes and maintains an effective working relationship with ED, Board of Directors, and other KCDC and Karuk Tribe staff members.
5. Professional Development: Participates in ongoing professional development/training/meetings as determined in coordination with the KCDC Board of Directors.
6. Shall be able to understand and follow oral and written instructions.

Requirements:

1. High school diploma or equivalents. Must have a minimum of 6-months fiscal or clerical experience.
2. Competency in general computer usage including software such as Microsoft Word and Excel, and in the use of office equipment such as printers, copies, fax, etc.

3. Must be a self-starter, well organized, and willing to learn new skills.
4. Must have a valid driver's license, good driving record, and be insurable by KCDC's insurance carrier.
5. Must strictly adhere to Karuk Tribe/KCDC Confidentiality Policy.
6. 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.

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.

KCDC Approved: 2014

Revised: September 30, 2020

Tribal Council Approved: 2014

Revised: October 22, 2020

Chairman's Signature: _____

Employee's Signature: _____