

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Second Posting

Vacancy Announcement

- Title:** On Call Receptionist Pool
- Reports To:** Happy Camp: Chief Financial Officer, Yreka: Assistant Director/Operations Manager
- Location:** Happy Camp and Yreka, Housing Authority Offices
- Salary:** \$10.00 to \$12.00, depending on experience
- Classification:** On Call as needed, Regular, Non-Exempt

Summary: The On Call Receptionist shall receive and route all incoming calls, take accurate messages and answer questions with an even temperament. Shall greet and direct all visitors. Shall log and route all incoming and outgoing mail. Shall be available to report for coverage with little to no notice at times.

Application Deadline: 5pm Thursday June 19, 2014

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: lcogrove@karuk.us

The Karuk Tribe's **(TERO) Preference, AND KTHA residential preference apply, 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 Karuk Tribe, Human Resource Department no later than the deadline listed.

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POSITION DESCRIPTION

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- Salary:** \$10.00 to \$12.00, depending on experience
- Classification:** On Call as needed, Regular, Non-Exempt
- Summary:** The On Call Receptionist shall receive and route all incoming calls, take accurate messages and answer questions with an even temperament. Shall greet and direct all visitors. Shall log and route all incoming and outgoing mail. Shall be available to report for coverage with little to no notice at times.

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 deliver and pick up mail from Post Office on a daily basis.
5. Shall provide clerical support to staff as time allows.
6. Shall order and deliver food for Board of Commissioner meetings and other functions as requested.
7. Shall maintain reception area to be aesthetically pleasant and accessible to visitors.
8. Shall be cross-trained in purchasing procedures including but not limited to issuing and preparing purchase orders, completing procurement including obtaining quotes, placing orders for supplies, etc. to provide adequate coverage of duties during employee absences, travel, and planned vacation.
9. Shall assist in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit office prior to allowing them to see other staff.
10. Shall be available to report for coverage with little to no notice at times.

11. 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.
12. 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 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 have the ability to read, interpret, and explain policies and procedures for purchasing.
5. Must have skills in communicating in verbal and written form, recording information accurately, and compiling and organizing information.
6. Must have the ability to work well with little supervision in order to prioritize work and meet deadlines.
7. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
8. Must adhere to confidentiality policy.
9. Must successfully pass a pre-employment drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Resident Preference: The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

Board Approved: April 1, 2013

Council Approved: April 25, 2013

Chairman's Signature: _____

Employee's Signature: _____