



**Karuk**

**Development  
Community Corporation**

**Vacancy Announcement**

**Title:** Sales Clerk

**Reports To:** Amkuuf Shop Manager

**Location:** Amkuuf Shop, Yreka

**Salary:** \$14.00 to \$16.00 per hour, depending on experience

**Classification:** Full-Time, Regular, Non-Exempt, Non- Entry Level

**Summary:** The Sales Clerk will interact with customers and facilitate retail sales at the Amkuuf Shop. Will operate the cash register, receive payments, and prepare daily sales slips, do shift close out, and when needed, bank deposits and merchandise orders.

**Application Deadline: Open Until Filled**

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 Resource Director, Telephone (530) 493-1600 ext. 2041, Fax: (855)437-7888 or (530) 493-5322, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Shall be responsible for in-store sales, assist Manager with advertising and promotions, customer relations, merchandising, product selection, and product ordering as needed.
2. Shall perform merchandising duties such as stocking shelves, installing or changing displays, and maintaining a clean and uncluttered work area.
3. Shall maintain a visible display of printed tobacco cessation information for customers.
4. Shall operate the cash register, receive payments, prepare daily sales slips, shift close out, and as requested, bank deposits and merchandise orders.
5. Shall be available for local and out of area travel as required for job related training. Shall attend all required meetings and functions as requested.
6. Other job-related duties as assigned.

### **Qualifications:**

1. **Professionalism:** Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and knows the importance of excellent customer service.
2. **Teamwork:** Strives to be “solution-focused” and presents recommendations that best meet the needs of the Amkuuf Shop, staff, KCDC, and the Karuk Tribe. Maintains constructive team relationships, coordinates effective goals, and identifies or plans ways to successfully work together. Demonstrates flexibility and adaptability to change in personnel or daily schedules.
3. **Customer Service:** Provides excellent customer service, is polite and professional, demonstrates clear communication skills, and is knowledgeable of the products being sold.

4. Professional Development: Participates in ongoing professional development, training, or meetings as determined in coordination with the Amkuuf Manager and/or the KCDC ED/OM.

**Requirements:**

1. Must be knowledgeable of general retail point of sale systems.
2. Must be able to add and subtract, follow oral and written instructions, and utilize tools of the retail sales trade which will include a cash register, scanner, computer, and credit card machine.
3. Must be bondable to work in a retail setting.
4. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects or large boxes; physical ability to lift and carry objects ranging from 25-40 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills.
5. Must have a valid California driver's license, good driving record, and be insurable by the KCDC insurance carrier.
6. Experience working in a fast paced work environment is preferable.
7. Must successfully pass a pre-employment drug screening and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe/Karuk Community Development Corporation 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 Board Approved:** 2/11/2015

**Tribal Council Approved:** 2/11/2015

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

**KCDC Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairman Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_