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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 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

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## **Vacancy Announcement**

**Title:** On-Call Administrative Receptionist

**Reports to:** Human Resources

**Location:** Happy Camp, California

**Salary:** \$10.00 to \$15.00 per hour, depending on experience

**Classification:** On-Call, Non-Exempt

**Summary:** Under general supervision 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.

**Job Posting Closes: August 27, 2018 at 5 PM**

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 Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** On-Call Administrative Receptionist

**Reports To:** Human Resources Manager

**Location:** Happy Camp Administration Office

**Salary:** \$10.00 to \$15.00 per hour, depending on experience

**Classification:** On-Call, Non-Exempt

**Summary:** Under general supervision 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.

**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 receive and route all incoming packages (FedEx, UPS, etc.) notifying departments of their arrival and storing them in a secure location when necessary.
5. Shall maintain petty cash and soda revenues, and forward deposits to the Finance Department on a regular basis.
6. Shall maintain adequate postage on Administration Office postage meter and process refill requests as necessary.
7. Shall service Tribally owned vending machine(s) on a regular basis and keep an accurate journal of revenues and expenses and re-stock as required.
8. Shall order office supplies as requested by staff and maintain an adequate stock of usual supplies including paper, envelopes, letterhead, paper clips, pens, etc. and distribute as requested.
9. Shall perform "rounds" of mail delivery on a daily basis to post office and other Tribal offices.
10. Shall provide clerical support to Administrative Office staff when time allows.
11. Shall order and deliver food for Tribal Council lunch meetings and other functions as requested.
12. Shall maintain tribal vehicle schedules for employees out of town travel and monitor gas cards, including logging and submitting receipts to finance once a month. Shall notify the automotive program when necessary maintenance is required on vehicles as reported by staff.

13. Shall coordinate and perform monthly reporting of copy machine usage in Happy Camp office locations.
14. Shall assist in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit Tribal Offices prior to allowing them to see other staff.
15. Shall maintain reception area to be aesthetically pleasant and accessible to visitors.
16. 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.
17. 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 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 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.

**Council Approved: Revised October 6, 2005, Revised June 2007, Revised December 2011, Revised September 22, 2016**

**Chairman's Signature:** \_\_\_\_\_

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