



## Vacancy Announcement

**Title:** Clerical Technician

**Reports To:** Director of Natural Resources (or Designee)

**Location:** Department of Natural Resources. Orleans, California

**Salary:** \$15.00-\$18.40 per hour, depending on experience

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

**Summary:** Under the supervision of the Director of Natural Resources or designee the Clerical Technician 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, and perform other clerical duties as assigned

### **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 Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

# Position Description

**Title:** Clerical Technician

**Reports To:** Director of Natural Resources (or Designee)

**Locations:** Department of Natural Resources. Orleans, CA

**Salary:** \$15.00-\$18.40 per hour, depending on experience

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

**Summary:** Under the supervision of the Director of Natural Resources or designee the Clerical Technician 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, and perform other clerical duties as assigned

**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/programs of their arrival and storing them in a secure location when necessary.
5. Shall maintain petty cash and vending machine revenues, and forward deposits to the Finance Department on a regular basis.
6. Shall maintain adequate postage on postage meter and process refill requests as necessary and log all meter usage.
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 as needed to post office and other Tribal offices.
10. Shall coordinate on-call clerical support and back-up front desk coverage as directed.
11. Shall order and deliver food for Tribal Council and other Tribal Department functions within the Orleans area as authorized.
12. Shall maintain pool car schedules for Tribal employee usage, including collection and submission of mileage logs and associated receipts to the Finance Department as necessary.
13. Shall coordinate with automotive program as needed when maintenance is required on pool vehicles.

14. Shall coordinate with the fiscal department to make sure that all Tribal vehicles located in Orleans have current registration and proof of insurance cards.
15. Shall make sure an adequate supply of vehicle log sheets are available for Orleans vehicles.
16. Shall coordinate scheduling for Community Room and Council Chamber usage.
17. Shall maintain log of copy machine usage, and coordinate maintenance/repair as needed.
18. Shall provide training and oversight to summer youth workers, high school work experience students, program participants (GA WEP, TANF, Cal-Works, etc.), and other departmental staff as requested and relating to other job duties.
19. 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.
20. Shall maintain reception area to be aesthetically pleasant and accessible to visitors.
21. 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.
22. 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. Education and/or experience
  - a. High school diploma or equivalent; or
  - b. An equivalent combination of education and related experience will be considered for all grades.
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:** March, 21, 2014                      **Revised:** July 23, 2021

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

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