

**Karuk**

**Community**

**Development**

**Corporation**

## Vacancy Announcement

**Title:** Lead Sales Clerk

**Reports To:** Smoke Shop Supervisor (Assigned KCDC Board Member)

**Location:** Amkuuf, Yreka

**Salary:** \$11.00 to \$14.00 per hour, depending on experience

**Summary:** The mission of the Karuk Community Development Corporation is **to develop among Tribal members of the Karuk Tribe the managerial and technical capabilities to assume leadership roles in building diversified, sustainable economies by creating new business ownership and employment opportunities within the ancestral territory of the Karuk people.** The KCDC plans, develops, and oversees the operation of Karuk Tribal businesses. The Lead Sales Clerk will facilitate retail sales at Amkuuf.

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

**Application Deadline: 5pm Monday April 28, 2014**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://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: [icolegrove@karuk.us](mailto:icolegrove@karuk.us)

The Karuk Tribe's **(TERO) Preference, 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.

## POSITION DESCRIPTION

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### Responsibilities:

1. Shall be responsible for store sales, and with assistance from KCDC staff, assist in management of advertising/promotion, customer relations, merchandising, product selection, product ordering and pricing.
2. Shall perform merchandising duties such as stocking shelves, installing or changing displays, etc.
3. Shall provide tobacco cessation information to customers in collaboration with Public Health Nurse.
4. Shall operate the cash register, receive payments, and prepare daily sales slips, bank deposits and merchandise orders.
5. Shall develop and maintain inventory system to account for all products and sales. Shall generate inventory and sales reports to determine sales trends.
6. Shall travel as required for deliveries, purchases and employee training.
7. Shall load and change stock and price information in the Point of Sale system.

8. 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.
9. Shall be polite and maintain a priority system in accepting other 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 be knowledgeable of general retail sales systems.
2. Must be able to add and subtract, to follow oral and written instructions and to utilize tools of the retail sales trade.
3. Must have knowledge of the Point of Sale software systems and Excel spreadsheets.
4. Must have the ability to work efficiently and effectively without close supervision.
5. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
6. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects, office equipment, furniture, or miscellaneous equipment; physical ability to lift and carry objects ranging from 50-75 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.
7. Must have a valid California driver's license and good driving record.
8. Must be able to work well with the public.
9. Must be able to successfully pass a drug screening test and criminal background check.
10. Must be able to be bonded.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Board Approved Date:** January 27, 2011

**Employee's Signature:**

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**President's Signature:**

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