
Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe**Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title: Administrative Support Assistant

Reports To: Administrative Operations Manager, or designee

Location: Department of Natural Resources, Orleans, California, or hybrid as assigned

Salary: \$20.14-\$24.61/hr. depending on education and experience

Classification: Regular, Full Time, Non-Exempt

Summary: Under the direct supervision of the Administrative Operations Manager, or designee, this position will assist in repetitive technical and/or clerical aspects associated with administrative processing of grant agreement contract and compact actions and activities, as assigned.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at 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 or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

Title: Administrative Support Assistant

Reports To: Administrative Operations Manager, or designee

Location: Department of Natural Resources, Orleans, California, or hybrid as assigned

Salary: \$20.14-\$24.61/hr. depending on education and experience

Classification: Regular, Full Time, Non-Exempt

Summary: Under the direct supervision of the Administrative Operations Manager, or designee, this position will assist in repetitive technical and/or clerical aspects associated with administrative processing of grant agreement contract and compact actions and activities, as assigned.

Responsibilities:

1. Assists in DNR related grant, agreement, contract and compact compliance requests as needed.
2. Assists managers, coordinators, and administrative operations staff in the conduct of administering direct program functions as assigned.
3. Assists in maintaining data management and tracking systems that help managers, coordinators and administrative operations staff confirm project timelines and deliverables are met.
4. Assists in the processing of funding source programmatic addendums, modifications, and extensions.
5. Assists in proposal submission processes; including budget preparation, drafting application forms, and tracking due dates and reporting periods.
6. Assists with review of time sheets, and confirmation of appropriate use of funding codes.
7. Tracks training needs, and maintain training needs database and hard copy files as assigned.
8. Assists with note taking and recording transcriptions for internal DNR meetings as assigned.
9. Shall be available for local and out of the area travel as required for job related duties and training.
10. Attends all required meetings and functions as requested or required.
11. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.

2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Experience and/or education:
 - a. High school diploma or equivalent + 2 years' experience, an equivalent combination of education and related experience will be considered.
2. Must have experience and demonstrated ability in the field of budgeting or financial calculations.
3. Must have experience in initiating and following through on assigned tasks.
4. Must have sufficient mathematical and communication skills.
5. Must have sufficient management and multi-tasking skills.
6. Must be effective, efficient, productive, and timely in regard to coordinating teams and/or delegating tasks and producing multiple and measurable outcomes while working in a remote environment.
7. Must have experience in computer data, word processing, and spreadsheet application programs as professional tools.
8. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
9. Must possess a valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
11. Must adhere to the policies and procedures of the Karuk Tribe.

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.

Review Committee Approved: July 6, 2023

Employee's Signature: _____