
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

(Internal Posting)

Title: Clerical Technician

Reports To: Administrative Operations Manager, or Designee

Locations: Department of Natural Resources, Orleans, CA

Salary: \$16.14-\$19.87per hour, DOE

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

Summary: Under the supervision of the Administrative Operations Manager 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: November 9, 2023 by 5:00 pm

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

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Responsibilities:

1. Greets and directs all visitors in a friendly and helpful manner.
2. Receives and routes all telephone calls, takes accurate messages and answers questions with an even temperament and good judgment.
3. Logs and routes all incoming and outgoing mail into a computerized database in a timely fashion.
4. Receives and routes all incoming packages (FedEx, UPS, etc.) notifying departments/programs of their arrival and storing them in a secure location when necessary.
5. Maintains petty cash and vending machine revenues, and forwards deposits to the Finance Department on a regular basis.
6. Maintains adequate postage on postage meter and processes refill requests as necessary and log all meter usage.
7. Orders office supplies as requested by staff and maintains an adequate stock of usual supplies including paper, envelopes, letterhead, paper clips, pens, etc. and distribute as requested.
8. Performs "rounds" of mail delivery as needed to post office and other Tribal offices.
9. Coordinates on-call clerical support and backs-up front desk coverage as required.
10. Orders and delivers food for Tribal Council and other Tribal Department functions within the Orleans area as authorized.
11. Maintains pool car schedules for Tribal employee usage, including collection and submission of mileage logs and associated receipts to the Finance Department as necessary.
12. Coordinates with automotive program as needed when maintenance is required on pool vehicles.
13. Coordinates with the fiscal department to make sure that all Tribal vehicles located in Orleans have current registration and proof of insurance cards.
14. Ensures an adequate supply of vehicle log sheets are available for Orleans vehicles.

15. Coordinates scheduling for Community Room and Council Chamber usage.
16. Maintains log of copy machine usage, and coordinate maintenance/repair as needed.
17. Provides 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.
18. Assists in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit Tribal Offices prior to allowing them to see other staff.
19. Maintains reception area to be aesthetically pleasing and accessible to visitors.
20. Make available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as required.
21. 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.

Committee Approved: November 1, 2023

Employee's Signature: _____ **Date:** _____