

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: Natural Resources Technician I - Wildlife

Reports To: Wildlife Division Biologist, or designee

Location: Department of Natural Resources, Orleans, California

Classification: Full-Time, Regular, Non- Exempt

Wage: \$16.14 - \$19.87 per hour

Summary: The Natural Resources Technician I, works under the supervision of the Wildlife Division Biologist or designee as assigned, to carry out grant/assignment related technical duties. The Natural Resources Technician I, works with partners, contractors and volunteers to achieve synergy between the Karuk Department of Natural Resources' and partner organization's obligations. This position may serve in the capacity of Cultural Resources Technician I, if qualified, so long as supervisory span of control and efficiencies in operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: October 23, 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. Fulfills Technician duties associated with grant deliverables funding the position as directed.
2. Attends all required meetings, trainings, and functions as requested.
3. Participates in shared learning activities and engage in career development opportunities as directed.
4. Works productively and actively participate in a team-based environment.
5. Acquires data collection skills and techniques as required and implement daily programmatic work routine as well as assist Technicians II and III with completing these tasks.
6. Works with technical service providers to collect and upload field data for data management and reporting purposes.
7. Maintain necessary documentation of work performed.
8. Shall be available for local and out of the area travel as required.
9. Shall attend all required meetings and functions. .
10. Shall be polite and accept 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.
3. 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. 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 ability to lift and move equipment and supplies weighing up to 35 pounds – as needed, to walk long distances, sometimes in steep and brushy terrain; to work outdoors; and to engage in sustained physical labor.
3. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal history check.
4. Must be punctual when assigned, have a good work ethic, and work well without direct supervision.
5. 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.
6. Must adhere to the policies and procedures of the Karuk Tribe.

Physical and Environmental Requirements:

1. Ability to engage in sustained physical labor, and to work outdoors, sometimes in inclement weather and in hot conditions.
2. Ability to lift and carry equipment and supplies weighing up to 35 pounds, and to walk up to 10 miles in a day.

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: October 12, 2023

Employee's Signature: _____