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**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

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**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:** Tribal Court Clerical Support/Receptionist
- Reports To:** Administrator or Designee
- Location:** Based in Yreka with occasional travel within the Tribe's service areas.
- Salary:** \$29.00-\$34.00 Hr.
- Classification:** Part -Time (30 hours) Regular, Non-Exempt, Non-Entry Level

**Application Deadline: October 24, 2023 by 5:00 pm**

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. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

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**Responsibilities:**

1. Responsible for assisting the Tribal Court Administrator or Designee in the day to day management of the Office of the Tribal Court Clerk.
2. Greet and welcome clients, attorneys, and other visitors in a courteous and professional manner.
3. Provide information and assistance to clients regarding court processes, procedures, and available resources.
4. Maintain a friendly and approachable demeanor, ensuring a positive experience for all individuals interacting with the court.
5. Direct clients to the appropriate departments or personnel within the court as needed.
6. Answer phone calls, handle inquiries, and direct calls to the appropriate staff members.
7. Maintain a log of incoming calls and messages, ensuring timely communication with court personnel.
8. Receive, review, and process various court-related documents, including pleadings, motions, and filings.
9. Ensure accuracy and completeness of all documents, verifying necessary signatures, dates, and attachments.
10. Organize and maintain physical and electronic filing systems, ensuring efficient retrieval of documents when needed.
11. Assist court staff and judges with document preparation and formatting as required.

12. Generate and distribute court-related correspondence, such as notices, subpoenas, and summons.
13. Schedule appointments, hearings, and meetings, coordinating with involved parties to ensure availability and proper documentation.
14. Maintain the court calendar and update it with relevant events and deadlines.
15. Prepare meeting agendas, take minutes, and distribute them to appropriate individuals.
16. Assist in managing court records and databases, ensuring confidentiality and compliance with data protection regulations.
17. Provide general administrative support, such as photocopying, scanning, mailing, and managing office supplies.
18. Collaborate with court staff, judges, attorneys, and other stakeholders to facilitate efficient court operations.
19. Communicate effectively and professionally with individuals from diverse backgrounds and cultures.
20. Serve as a liaison between clients, court personnel, and external agencies, promoting effective communication and information sharing.
21. Maintain confidentiality and adhere to ethical standards in handling sensitive court-related information.
22. Shall be polite and maintain a priority system in accepting other job-related duties as assigned.
23. Shall assist Administrator or Designee in planning and coordinating outreach and educational events.

**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 work relations with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

5. Must possess excellent telephone skills and make a positive first impression on court users and visitors.
6. Have the ability to read and interpret court case documents and training manuals.
7. Have the ability to generate case management reports and be able to speak effectively before groups of employees of the organization.

**Requirements:**

1. An Associates' degree from an accredited college AND two years of experience working in a court system, legal office, or closely related business; or equivalent experience, education and training in a related field.
2. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
3. Must have completed mandated reporter training and CPR/First Aid or be willing to complete both trainings within 30 days of hire.
4. Shall be available to travel within the Tribes' service area on occasion as needed
5. Must successfully pass a pre-employment drug screening test.
6. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Prevention Act. Applicant must not have been found guilty of, or entered a plea of no contender or guilty to, any offense under Federal, State or Tribal law involving crimes of violence; sexual molestation; exploitation; contact or prostitution; crimes against persons; an offense involving a child victim.
7. Must adhere to confidentiality policy.

**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 4, 2023**

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