
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: Clerical Assistant

Reports To: Human Resources Director

Location: Happy Camp Administration Office

Salary: \$28,000 to \$35,000 DOE

Classification: Full Time, Regular, Non-Exempt

Summary: The Clerical Assistant will provide support in a variety of functions including but not limited to; filing, answering phones, taking messages, performing data entry, typing documents, making copies, faxing, shredding, and delivering mail. Provide direct support to the Human Resources Director, Contract Compliance Specialist, Self-Governance Coordinator and the Executive Secretary, as needed.

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 Resource Manager, Telephone (530) 493-1600 ext: 2018, Fax: (530) 493-1611 or (530) 493-5322, Email: jphelps@karuk.us

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POSITION DESCRIPTION

Title: Clerical Assistant

Reports To: Human Resources Director

Location: Happy Camp Administration Office

Salary: \$28,000 - \$35,000 depending on experience

Summary: The Clerical Assistant will provide support in a variety of functions including but not limited to; filing, answering phones, taking messages, performing data entry, typing documents, making copies, faxing, shredding, and delivering mail. Provide direct support to the Human Resources Director, Contract Compliance Specialist, Self-Governance Coordinator and the Executive Secretary, as needed.

Classification: Full time, Regular, Non-Exempt

Responsibilities:

1. Shall greet and direct visitors in a friendly and helpful manner.
2. Shall be cross trained to relieve the Administrative Receptionist for breaks and mail rounds, receive and route telephone calls, take accurate messages and answer questions with an even temperament and good judgment
3. Shall assist Administrative Receptionist as needed to order or prepare and pickup and deliver food for Tribal Council luncheon meetings.
4. Shall provide clerical support including but not limited to filing, shredding, copying, faxing, scanning, word processing, and data entry to the Human Resources Director, Executive Secretary, Contract Compliance Specialist, and Self-Governance Coordinator.
5. Shall, under direct supervision, prepare meeting packets for Tribal Council and Health Board Meetings.
6. Shall, with proper guidance, copy and distribute mail to Tribal Council and other program directors as necessary.
7. Shall conduct accurate research to gather information on various topics as requested.

8. Shall be cross trained to accurately record minutes at assigned meetings as necessary.
9. Shall be willing to participate in various types of job skills enrichment including but not limited to basic computer skills, software programs, spreadsheets, and administrative support.
10. Shall serve as Editor for the Quarterly Karuk Tribe Newsletter/Newsmagazine ensuring accuracy of information, proofreading, and ensuring timely approval by Tribal Council, printing, and mailing.
11. 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.
12. 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. AA degree preferred, or equivalent 2 years specific experience in related field.
2. Must possess demonstrated experience in typing, word processing, and other general computer skills. Keyboarding speed at or above 50 WPM desired.
3. Must have the ability to take direction from several different program directors with diverse personalities and priorities.
4. Must have the ability to work well in a fast paced environment with priorities that shift often.
5. Must be a self starter, well organized, and willing to learn new skills.
6. Must be dependable.
7. Must be able to politely prioritize duties and projects ensuring timely completion of all assigned tasks.
8. Must possess the potential to competently learn and perform all tasks listed in this position description.

9. Must possess a valid driver's license, good driving record, and be insurable by the Karuk Tribe's insurance carrier.
10. Must adhere to confidentiality policy.
11. Must successfully pass a pre-employment 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.

Council Approved: July 10, 2014

Chairman's Signature: _____

Employee's Signature: _____