Karuk Community Development Corporation

Vacancy Announcement

Title: Sales Clerk

Reports To: KCDC Economic Developer/Operations Manager

Location: Amkuuf Shop, Yreka

Salary: $10.00 - $12.00 per hour, depending on experience

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

Summary: The Sales Clerk will facilitate retail sales at the Amkuuf Shop and shall operate the cash register, receive payments and prepare daily sales slips, shift close out, and when needed, back deposits and merchandise orders.

Application Deadline: August 7, 2015 by 5pm.

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. 2010, Fax: (530) 493-5322,
Email: dlbernal@karuk.us

Karuk Community Development Corporation

POSITION DESCRIPTION

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Reports To: KCDC Economic Developer/Operations Manager

Location: Amkuuf Shop, Yreka

Salary: $10.00 - $12.00 per hour, depending on experience

Summary: The Sales Clerk will facilitate retail sale at the Amkuuf Shop and shall operate the cash register, receive payments and prepare daily sales slips, shift close out, and when needed, bank deposits and merchandise orders.

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

Responsibilities:

1. Shall be responsible for store sales, and with assistance from KCDC staff, assist in management of advertising/promotion, customer relations, merchandising, product selection, product ordering and pricing.

2. Shall perform merchandising duties such as stocking shelves, installing or changing displays, etc.

3. Shall provide tobacco cessation information to customers in collaboration with Public Health Nurse.

4. Shall operate the cash register, receive payments, and prepare daily sales slips, bank deposits and merchandise orders.

5. Shall travel as required for deliveries, purchases and employee training.

6. 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.

7. Other job related 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. Must be knowledgeable of general retail sales systems.

2. Must be able to add and subtract, to follow oral and written instructions and to utilize tools of the retail sales trade.

3. Must have knowledge of the Point of Sale software systems.

4. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.

5. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects, office equipment, furniture, or miscellaneous equipment; physical ability to lift and carry objects ranging from 50-75 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills.

6. Must have a valid California driver's license and good driving record.

7. Must be able to work well with the public.

8. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Board Approved Date: March 22, 2010

Employee's Signature: _____

President's Signature: _____