



Vacancy Announcement

The Karuk Community Development Corporation is now accepting applications for the position of:

Part-time On-Call Sales Clerk

Part-Time On Call, (16 hrs. minimum per week) Non-Exempt, Non-Entry Level

The Part-Time On-Call Sales Clerk will work a minimum of 16-hours per week and will fill in for other employees during their absences. The On-Call Sales Clerk shall facilitate retail sales at the Amkuuf Shop, operate the cash register, receive payments, prepare daily sales slips and shift close-out. The On-Call Sales Clerk must be able to add and subtract, follow oral and written instructions and utilize tools of the retail sales trade.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO) Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office. 5pm on July 21, 2017



POSITION DESCRIPTION

Title: On Call Sales Clerk

Reports To: KCDC Economic Developer/Operations Manager

Location: Amkuuf Shop, Yreka

Salary: \$10 - 12.00 per hour

Summary: The On Call Sales Clerk will facilitate retail sales at the Amkuuf Shop and shall operate the cash register, receive payments, prepare daily sales slips and shift close out.

Classification: Part-Time On Call, (16/hrs. minimum per week) Non-Exempt, Non-Entry Level

Responsibilities:

1. Shall be responsible for store sales and perform merchandising duties such as stocking shelves, installing or changing displays, maintaining a clean and uncluttered work area, etc.
2. Shall provide tobacco cessation information to customers in collaboration with Public Health Nurse.
3. Shall operate the cash register, receive payments, prepare daily sales slips, and shift close out.
4. 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.
5. 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, follow oral and written instructions and 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.

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.

KCDC Board Approved Date: February 11, 2015

Council Approved: February 25, 2015

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

KCDC Chair Signature: _____ **Date:** _____

Chairman Signature: _____ **Date:** _____