
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

The Karuk Tribe is now accepting applications for the position of:

Karuk Tribal TANF Program (KTTP) Administrative Assistant

This is a full-time position based in **Happy Camp** at the Karuk Tribal TANF Office. The TANF Administrative Assistant will provide clerical support to the KTTP Executive Director, KTTP Family Service Manager and KTTP Compliance Technician as required. This will include scheduling appointments, filing, data entry and other organization duties.

Please see the position description below for a list of position requirements. Additionally, an application checklist has also been provided to assist you with presenting a complete and successful application.

Application Deadline: January 22, 2018 at 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/. 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) 493-1611, Email: tparry@karuk.us

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form and background authorization form. The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

- ✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.
- ✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.
- ✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.
- ✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.
- ✓ **Driver's License** – You must provide the state and number of your Driver's License on your application. 99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.
- ✓ **References** – You **must** include at least three (3) references on your application including their contact information.
- ✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.
- ✓ **Resume** – while not required, it is a good practice to include a resume with your application.
- ✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.
- ✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page

POSITION DESCRIPTION

Title: Karuk Tribal TANF Program (KTTP) Administrative Assistant

Reports to: KTTP Executive Director

Location: Happy Camp

Salary: \$15.00 to \$19.00 per hour, depending on experience

Summary: The Administrative Assistant will provide administrative and clerical support to the KTTP Executive Director, KTTP Family Service Manager and KTTP Compliance Technician as required. This will include scheduling appointments, filing, data entry and other organizational duties.

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

Responsibilities:

1. Prepares and distributes correspondence to the Executive Director and Family Service Manager as directed.
2. Types and reproduces a variety of daily correspondence and documents from dictation, handwritten or rough copy. This includes, but is not limited to, memorandums, letters, grants, budgets, reports, monthly newsletters, directories and forms. Responsibilities will include proper assembly, arrangement, grammar and spelling. Prepares intermediate drafts when requested. Creates and updates appropriate forms for department programs as needed.
3. Performs receptionist/data entry duties for department staff. Receives telephone calls and greets visitors; answers routine and procedural inquiries personally; and refers other matters to the Executive Director or appropriate staff members.
4. Establishes and maintains an effective record keeping system. Obtains documents, files and background information, and assembles materials from files for use by KTTP staff.
5. Makes necessary arrangements for conferences, schedules appointments, meetings, lectures, events, including space, time, equipment, notification etc. Attends meetings or proceedings including staff meetings or training sessions as required. May be required to take notes and or prepare summary reports.
6. Maintains and secures needed office supplies, publications, and services.
7. Maintains record of correspondence and action documents and follows up on work in progress to ensure deadline date will be met.
8. Maintains strict confidentiality of records, materials and conversations.

9. Assists in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit KTTP Offices prior to allowing them to see other staff; assists in obtaining necessary restraining orders against potentially dangerous individuals, as authorized by the Tribal Council.
10. Is available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
11. Is polite and maintains a priority system in accepting other 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. Must possess high school diploma or equivalent; completed courses or demonstrated experience in typing, word processing, and other general computer skills. Familiarity with Microsoft Office software and Tribal Assistance Software (TAS) preferred. Up to three years of clerical experience is preferred.
2. Must be a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
3. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must successfully pass a drug screening test.
7. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

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: September 3, 2008, January 11, 2018 revised

Chairman's Signature: _____

Employee's Signature: _____