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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 Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**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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## **Vacancy Announcement**

**Title:** Administrative Office Clerical Trainee

**Reports to:** Human Resource Director and/or Executive Secretary

**Location:** Happy Camp Administrative Office

**Salary:** As indicated by budget

**Classification:** Full Time or Part Time, Non-Exempt, Entry Level/Trainee, Summer/Seasonal

**Summary:** Shall be responsible for maintaining any and all of the tribally owned lands and buildings. The Maintenance Worker must be capable of working alone or with other staff members, following written and verbal instructions. In order to be eligible, applicants must be between the ages of 16-21 years of age, be economically disadvantaged, and meet the poverty guideline for participation in the WIA-SYSP program.

**For WIS-SYSP Program Eligibility – Youth ages 16-21 must bring the following items for program certification and eligibility determination:**  
Student Verification, Student Body Card, Total Household Income for the last six (6) months (verification of Public Assistance requires a Passport of Services or Social Security Benefit Print-Out), Tribal Verification, Proof of Residence, Social Security Card, California Driver License or California Identification Card, Males over the age of 18 must provide verification of Selective Service Registration, Work Permit for all under 18 years of age.

### **Job Posting Closes on July 22, 2016 at 5PM**

Contact Joyce Jones at NCIDC for an application, and must be submitted to Joyce Jones at NCIDC. Contact number (530) 842-6157, Fax number (530) 842-4521, Office Location: 501 North Main Street Yreka, California 96097.

## **POSITION DESCRIPTION**

**Title:** Administrative Office Clerical Trainee

**Reports To:** Human Resources Manager and/or Executive Assistant

**Location:** Happy Camp Administration Office

**Salary:** \$10.00 per hour

**Summary:** The Clerical Trainee under direct supervision will be trained to assist in a variety of clerical functions including but not limited to; filing, answering phones, taking messages, making copies, faxing, and delivering mail.

**Classification:** Full or Part Time, Non Exempt, Entry Level/Trainee

### **Responsibilities:**

1. Shall be trained to greet and direct visitors in a friendly and helpful manner.
2. Shall be trained to receive and route telephone calls, take accurate messages and answer questions with an even temperament and good judgment.
3. Shall be trained to log incoming and outgoing mail into a computerized database.
4. Shall be trained to operate the postage meter and apply appropriate postage to outgoing mail.
5. Shall be trained to assist with stocking vending machines as necessary.
6. Shall be trained to provide clerical support to various departments (including but not limited to; Human Resources, Executive Secretary, Administrative Programs/Compliance, and Self Governance) including copying, faxing, shredding, and filing.
7. Shall be trained to assist with preparation of meeting packets for Tribal Council/Health Board Meetings.
8. Shall be willing to participate in various types of job skill training such as computer classes, interviewing skills, resume preparation, etc. if offered.
9. 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.
10. 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. Must possess the potential to be trained to competently learn and perform all tasks listed in this position description.
2. Must have a willingness to learn new skills and interest in office/clerical work. Previous office experience and computer skills highly preferred.
3. Must adhere to confidentiality policy.
4. Must successfully pass a pre-employment drug and alcohol 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:**

**Chairman's Signature:** \_\_\_\_\_

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