
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

Vacancy Announcement

Title: Associate General Counsel

Reports To: Karuk General Counsel

Location: Yreka, CA

Salary: Depending on Experience

Classification: Full Time, Regular, Exempt

Summary: The Karuk Tribe is the second largest tribe in California and has three administrative districts that are located in Orleans, Happy Camp, and Yreka. The Yreka district is located on the I-5 between Ashland, Oregon and Mt. Shasta, California.

The Associate General Counsel will work in the Office of the General Counsel under the direct supervision of the General Counsel for the Karuk Tribe. The Associate General Counsel will work to provide legal services, representation, and advice on legal, legislative, and governance issues confronting the tribal government, its entities, and enterprises.

Application Deadline: April 2, 2018

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

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POSITION DESCRIPTION

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Responsibilities:

1. Provides legal advice and assistance to the Tribal Council and departments in relation to their duties and the operation of the Tribe and its programs, projects, and services. This assistance shall include, but not be limited to, assistance in the following subject areas: self-governance development; natural resources and energy; health; employment; social services; economic development; and gaming.
2. Assist the Human Resources Department in drafting and providing legal opinions concerning personnel policies and procedures.
3. Draft ordinances and policies that assist in the implementation of the Tribe's self-governance objectives.
4. Negotiate, draft, and review contracts, agreements, memoranda of understanding, and other legal documents.

5. Representation of the Tribe and its entities in tribal, federal, and state courts, administrative proceedings, arbitrations and before federal and state legislative bodies and agencies.
6. Shall participate in annual Compact Negotiations.
7. Shall review, analyze, and report on legislation and other federal and state actions affecting any aspect of the Tribe's programs and services.
8. Shall attend local and out-of-state meetings, conferences, etc., on behalf of the Tribe as assigned.
9. Shall be available to travel between the Tribe's three (3) districts as assigned.
10. Shall perform other duties and responsibilities as may be assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have knowledge of federal Indian law, self-governance, and PL-280.
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. A law degree from an accredited law school.
2. An attorney, in good standing, licensed to practice law in the State of California.
3. Two years of experience as a licensed attorney with experience in Indian law and tribal-government representation.
4. Strong writing, research, negotiation, and interpersonal communication skills; litigation experience; and an ability to thrive in an interdisciplinary and cross-cultural work environment while tolerating disparate viewpoints.
5. Must have demonstrated ability to establish and maintain effective tribal government-to-government relationships, as well as intra-organizational relationships with Tribal Council, managers, and program directors.
6. Must have demonstrated ability to take direction and complete assignments with limited supervision.
7. Must have demonstrated ability to be flexible and assist other staff in completing projects as assigned.
8. Must have demonstrated experience and skills in creative problem-solving and conflict resolution, and the ability to tolerate unforeseen and sometimes frustrating challenges while maintaining an even temperament.

9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. 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: April 19, 2017; March 22, 2018

Chairman's Signature: _____

Employee's Signature: _____