

**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**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:

### *Wildlife Division Biologist*

This is a full-time position based in Orleans. The Wildlife Division Biologist reports to the Deputy Director of Eco-Cultural Revitalization, or whom they designate, in all tasks related to wildlife monitoring and data management, as well as supervises wildlife technical field staff. The Wildlife Division Biologist will be responsible for the coordinating the implementation of wildlife field investigations, data collection/management, and continual development of the Wildlife Program.

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: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://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](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: [tparry@karuk.us](mailto: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](http://www.karuk.us) and click on the TERO page**



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**POSITION DESCRIPTION**

- Title:** Wildlife Division Biologist
- Reports To:** Deputy Director of Eco-Cultural Revitalization, or whom they designate
- Location:** Department of Natural Resources, Orleans, California
- Supervises:** Natural Resources Technician I-III, and youth on an interim basis
- Classification:** Regular, Full-time, Exempt
- Salary:** \$37,440 to \$55,120, depending on education, experience, qualifications, time served in an equivalent capacity, and funding availability
- Summary:** The Wildlife Division Biologist reports to the Deputy Director of Eco-Cultural Revitalization, or whom they designate, in all tasks related to wildlife monitoring and data management, as well as supervises wildlife technical field staff. The Wildlife Division Biologist will be responsible for the coordinating the implementation of wildlife field investigations, data collection/management, and continual development of the Wildlife Program.

**Responsibilities:**

1. Shall compile, manage, and disseminate wildlife data related to grant proposals, research projects and partnerships that support the maintenance and enhancement of wildlife populations within and adjacent to the Karuk Aboriginal Territory. Shall manage logistics and implementation of research projects with supervision by Deputy Director of Eco-Cultural Revitalization, or whom they designate.
2. Shall train, manage and assist field crews to ensure Quality Assurance Protocols and Procedures are followed and implemented in data collection, field investigations and equipment deployments.
3. Shall perform wildlife related GIS and GPS tasks, utilizing such software as ESRI ArcMap and Microsoft Office Suite (e.g. Excel, PowerPoint, Access, and Word) to input and/or display technical findings.
4. Shall provide technical and logistic support to the Deputy Director of Eco-Cultural Revitalization in planning and implementing projects and program development.
5. Shall coordinate with other partner organizations to leverage our collective skills to their most effective usage.

6. Shall seek additional funds to support full range of opportunities to meet of the Division's goals and objectives.
7. Shall complete all project related assessments and reports, and ensure proper protocol is followed in seeking tribal oversight review and approvals.
8. Shall maintain and ensure the proper functioning and inventory of wildlife program equipment.
9. Shall manage existing supplies/equipment and the ordering of new supplies/equipment necessary to conduct field and laboratory investigations.
10. Shall ensure all travel, purchases, contracts, etc. are authorized expenditures, processed, and coded to appropriate budget and line item for Division.
11. Shall help coordinate and oversee contractual and technical support resources.
12. Shall conduct education/outreach media as opportunities arise, and/or as requested.
13. Shall be available for local and out of the area travel for job related training and meetings as required.
14. Shall attend all required meetings and functions as requested.
15. Shall be polite and maintain a priority system in carrying out other job duties as assigned.

**Qualifications:**

1. Demonstrated ability to work effectively with Native American people in culturally diverse environments.
2. Demonstrated ability to manage time well and work under stressful conditions with an even temperament.
3. Demonstrated baseline knowledge of safe work practices and maintaining a safe and secure work environment.
4. Displayed ability to establish and maintain harmonious working relationships with other employees, researchers, educators, agency personnel, and the greater community in culturally diverse environments.
5. Demonstrated ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess:
  - a. Bachelor's Degree in Wildlife Biology, Environmental Science, Wildlife Conservation, Natural Resources or similar field of study with two (2) years' work experience with twelve (12) months supervisory experience; or

- b. An equivalent combination of education and related experience will be considered for all grades. If education requirements are met, but experience not demonstrated, lower end of pay schedule and a training plan to meet minimum requirements will be required.
2. Must possess knowledge and experience with wildlife monitoring, equipment, and data management.
3. Must possess and maintain physical fitness in order to complete tasks related to land and resource management.
4. Must have demonstrated ability to work independently and maintain grant-related time schedules.
5. Minimum of one (1) year experience in grant writing and demonstrated success in securing grant awards preferred.
6. Must have baseline knowledge of Karuk culture and traditions.
7. Must be able to complete required training and travel for extended periods as needed.
8. Minimum one (1) year experience in supervising and personnel management preferred.
9. Must have demonstrated knowledge and experience with Microsoft Office, spreadsheets, database management, and GIS software.
10. Must have demonstrated ability to understand and follow oral and written instructions.
11. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
12. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
13. Must successfully pass a pre-employment drug-screening test and be willing to submit to a criminal background check.
14. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy, if applicable.
15. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies
16. Must adhere to the policies and procedures of the Karuk Tribe.

**Physical and Environmental Requirements:** Must be in good physical condition with the ability to work on uneven/steep terrain for up to 7 hours per day, carrying up to 10 pounds of supplies and equipment.

**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: 2/15/2018**

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

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_