
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

Title: Administrative Assistant

Reports To: Department of Transportation (DOT) Director

Location: Orleans DOT Office

Salary: \$14.00 to \$18.00

Classification: Part Time, 24 to 29 hours per week, Regular, Non-Exempt, Non-Entry Level

Summary: The Administrative Assistant will provide administrative and clerical support to the Department of Transportation, as required. This will include scheduling appointments, filing, and other organizational duties.

Application Deadline: October 26, 2017 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

POSITION DESCRIPTION

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Reports To: Department of Transportation (DOT) Director

Location: Orleans DOT Office

Salary: \$14.00 to \$18.00

Summary: The Administrative Assistant will provide administrative and clerical support to the Department of Transportation, as required. This will include scheduling appointments, filing, and other organizational duties.

Classification: Part Time, 24 to 29 hours per week, Regular, Non-Exempt, Non-Entry Level

Responsibilities:

1. Shall be responsible for providing administrative and clerical assistance including but not limited to word processing, spreadsheet development, filing, and scheduling of appointments for the Karuk Tribe DOT.
2. Shall compile and process Departmental expenditure receipts and invoices while adhering to current Karuk Tribal Fiscal Policies and Procedures.
3. Shall assist in maintaining budgets for the Indian Reservation Roads (IRR) Program and other Departmental funding sources, as required.
4. Shall be responsible for procurement of Departmental supplies and equipment, including procurement documentation, cost comparisons, research as to dependability, required maintenance and warranty information.
5. Shall assist with coordinating travel advance requests and reconciliations for all Departmental staff.
6. Shall be responsible for timely preparation of authorization forms for internal review of funding proposals and agreements for subsequent Tribal Council approval.
7. Shall assist in the preparation and distribution of Departmental correspondence and reports to select funding agencies and the Tribal Council.

8. Shall ensure distribution of Karuk Tribe DOT public announcements through multiple media sources including; but not limited to, the Karuk Tribal website DOT Departmental link.
9. Shall prepare and deliver supplies for meetings and other functions, as requested.
10. 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.
11. 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 high school diploma or equivalent.
2. Must possess demonstrated experience in Microsoft Word, Excel, Power Point and Publisher; as well as other general computer skills.
3. Up to three years of clerical experience; and knowledge of Tribal policies and procedures is highly preferred.
4. Must be punctual, a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
5. Must have demonstrated ability to speak clearly and professionally in face-to-face, as well as telephone communications.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a drug screening test and be willing to submit to a criminal history

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: March 22, 2012 _____

Chairman's Signature:

Employee's Signature:
