

Karuk

Community

Development

Corporation

Vacancy Announcement

- Title:** Clerical Trainee
- Reports To:** Chief Finance Officer/Economic Developer-Operation's Manager (ED/OM)
- Location:** Karuk Community Development Corporation/Happy Camp
- Salary:** \$10.00 per hour
- Classification:** Part Time, Non Exempt, Entry Level/Trainee
- 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, delivering mail, and assisting the ED/OM.

Application Deadline: 5pm Monday April 28, 2014

Job descriptions and applications are available online at: www.karuk.us/jobs, or Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: icolegrove@karuk.us

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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POSITION DESCRIPTION

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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, delivering mail, and assisting the ED/OM.

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 operate the postage meter and apply appropriate postage to outgoing mail.
4. Shall be trained to provide clerical support to finance and managements department to: including copying, faxing, shredding, and filing.
5. Shall be trained to assist with preparation of meeting packets for KCDC Board and Karuk Tribe Planning Meetings.
6. Shall assist the Economic Developer/Operation's Manager in various duties including research and development, meeting coordination, etc.

7. Shall be willing to participate in various types of job skill training such as computer classes, interviewing skills, resume preparation, etc., if offered.
8. 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.
9. Other job related duties as assigned by CFO and ED/OM.

Qualifications:

1. Open to Karuk tribal members only.
2. Have the ability to work effectively with Native American people in culturally diverse environments.
3. Have the ability to manage time well and work under stressful conditions with an even temperament.
4. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
5. 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 the ability to research material on the internet.
3. Must have a willingness to learn new skills and interest in office/clerical work. Previous office experience and computer skills preferred.
4. Must adhere to confidentiality policy.
5. 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.

Employee's Signature: _____