
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

The Karuk Tribe is now accepting applications for the position of:

Karuk Tribal TANF Program (KTTP) Receptionist
(\$9.00-10.00 per hour, depending on experience)

This is a full time position based in the Yreka TANF Office.

The Receptionist will provide clerical support to the KTTP Family Services Specialist and Family Services Assistant as required. This will include answering phones, screening calls, scheduling appointments, filing, logging all incoming and outgoing mail and other clerical and organizational duties.

Complete job descriptions are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **TERO** shall apply. If selected, applicants must submit to a pre-employment drug screening and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to Sara Spence no later than 5pm on Monday, September 13, 2010.

Position Posted On: 9/3/2010 11:51 AM

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POSITION DESCRIPTION

Title: Karuk Tribal TANF Program (KTTP) Receptionist

Reports to: KTTP Family Services Specialist

Location: Yreka

Salary: \$9.00 to \$10.00 per hour, depending on experience

Summary: The Receptionist will provide clerical support to the KTTP Family Services Specialist and Family Services Assistant as required. This will include answering phones, screening calls, scheduling appointments, filing, logging all incoming and outgoing mail and other clerical and organizational duties.

Classification: Full Time, Regular, Non-Exempt

Responsibilities:

1. Types and reproduces a variety of daily correspondence and documents from dictation, handwritten or rough copy. This includes, but is not limited to, memorandums, letters, grants, budgets, reports, monthly newsletters, directories and forms. Responsibilities will include proper assembly, arrangement, grammar and spelling. Prepares intermediate drafts when requested. Creates and updates appropriate forms for department programs as needed.
2. Performs receptionist duties for department staff. Receives telephone calls and greets visitors; answers routine and procedural inquiries personally; and refers other matters to the Site Supervisor or appropriate staff members.
3. Establishes and maintains an effective record keeping system. Obtains documents, files and background information, and assembles materials from files for use by KTTP staff.
4. Maintains and secures needed office supplies, publications, and services.
5. Maintains record of correspondence and action documents and follows up on work in progress to ensure deadline date will be met.
6. Maintains strict confidentiality of records, materials and conversations.
7. Assists in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit KTTP Offices prior to allowing them to see other staff; assists in obtaining necessary restraining orders against potentially dangerous individuals, as authorized by the Tribal Council.
8. Is 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. Is polite and maintains a priority system in accepting other job duties as assigned.

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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; completed courses or demonstrated experience in typing, word processing, and other general computer skills; must have keyboarding speed of at least 45 WPM. Familiarity with Microsoft Office software and Tribal Assistance Software (TAS) preferred.
2. Must be a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
3. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must successfully pass a drug screening test.
7. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: September 3, 2008

Chairman's Signature: _____

Employee's Signature: _____

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