
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: Deputy General Counsel

Reports To: Karuk General Counsel

Location: Yreka, CA (Duty Station); with service to Happy Camp and Orleans, CA

Assigned Work Location: Yreka, CA

Salary: \$125,000-\$150,000/DOE

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

Application Deadline: July 24, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us 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, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

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

POSITION DESCRIPTION

Title: Deputy General Counsel

Reports To: Karuk General Counsel

Location: Yreka, CA (Duty Station); with service to Happy Camp and Orleans, CA

Assigned Work Location: Yreka, CA

Salary: \$125,000-\$150,000/DOE

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

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; arbitration and mediation; construction; transactional matters; employment; social services; economic development; and gaming.
2. Assists the Human Resources Department in drafting and providing legal opinions concerning personnel policies and procedures. May review job descriptions.
3. Drafts ordinances and policies that assist in the implementation of the Tribe's self-governance objectives.
4. Negotiates, drafts, and reviews contracts, agreements, Memoranda of Understanding (MoU), Memoranda of Agreement (MoA), and other legal documents.

5. Represents the Tribe and its entities in tribal, federal, and state courts, administrative proceedings, arbitrations and before federal and state legislative bodies and agencies.
6. Participates in annual Compact Negotiations.
7. Reviews, analyzes, and reports on legislation and other tribal, federal, state and regional actions affecting any aspect of the Tribe's programs and services.
8. Attends local and out-of-state meetings, conferences, etc., on behalf of the Tribe as assigned.
9. Available to travel between the Tribe's three (3) districts as assigned.
10. Performs other duties and responsibilities as assigned.

Qualifications:

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has knowledge of federal Indian law, self-governance, and PL-280.
3. Has the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Has the ability to understand and follow oral and written instructions.
5. Must be composed and capable of working under pressure.

Requirements:

1. Juris Doctorate (J.D.) degree from an accredited law school.
2. Must be California State bar licensed attorney or granted admission to California State Bar within six (6) months following commencement of employment.
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. Experienced with various software including Microsoft Office Suite.
9. 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.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. 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.

Committee Approved: July 10, 2025

Employee's Signature: _____

**** Employees must sign position descriptions annually, during their evaluation.**