
Karuk Community Health Clinic

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Karuk Tribe

**Administrative Office**

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64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

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Vacancy Announcement

(Internal Posting)

Title: Áan Chúuphan Technician

Reports to: Lead Computer Systems Technician

Location: Orleans

Salary: \$16 per hour starting, \$18-22 per hour after conditions are met.

Summary: The Áan Chúuphan Technician (ACT) is responsible for installing, maintaining, and troubleshooting wireless and fiber optic internet connections for subscribers of Áan Chúuphan Internet Service. The Áan Chúuphan Technician is also responsible for installing, maintaining, and troubleshooting computers, printers, telephone systems and providing end-user support for the Karuk government offices. The Áan Chúuphan Technician will work on projects with the Lead Computer Systems Technician, and the IT team to maintain and improve the Karuk network and the Áan Chúuphan network.

Classification: Full Time, Regular, Non-Exempt, Entry-Level

Application Deadline: January 3, 2024 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 Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email:

Humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Responsible for physical installation of radios, antennas, routers, cabling and support equipment for subscribers of Áan Chúpphan Internet.
2. Serves as the primary technical support contact for Áan Chúpphan, to respond to subscriber technical support tickets.
3. Responsible for monitoring the Áan Chúpphan network and to proactively prevent outages before they arise.
4. Works with Karuk IT team to expand the Áan Chúpphan network and find creative solutions to connect subscribers that are on the edge or outside the current Áan Chúpphan network range.
5. Responsible for maintaining an inventory of tools and supplies for Áan Chúpphan.
6. Responsible for the upkeep and maintenance of technology, including but not limited to computers, radios, printers, networking, phone systems and servers in tribal offices and programs.
7. Adds, removes and updates user accounts on various servers and systems.
8. Performs software installation, updates, and troubleshooting.
9. Assists Lead Computer Systems Technician with major projects.
10. Assists with pulling and terminating twisted pair and fiber optic network cables, including in confined spaces.
11. Performs troubleshooting as problems arise.
12. Responsible for data entry into trouble ticket systems.

13. Responsible for quarterly tower safety inspection, includes climbing to perform climbing peg inspections and cable management inspections
14. Provides regular work and progress reports to the Lead Computer Systems Technician.
15. Works effectively with managers and staff and maintains cooperative relationships.
16. Is available for local and out of the area travel as required. Attends all required meetings and functions as needed.
17. Shall be polite and maintain a priority system in accepting other 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.
5. Have the ability to work with little supervision.
6. Have experience with power tools, including cordless drills and reciprocating saws.
7. Have the ability to work outdoors on ladders and on building roofs including during various weather conditions.
8. Have the ability to work in crawl spaces and attics.
9. Have strong communication skills including writing, speaking and phone etiquette.

Requirements:

1. Must have a high school diploma or equivalency.
2. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects or large boxes; physical ability to lift and carry objects ranging from 25-40 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills.
3. Must attend Tower Climbing Safety & Rescue Certification Training at the first opportunity, and successfully pass and receive the certification. Must also keep the certification in good standing, retaking the training as needed.
4. 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.
5. Must have demonstrated ability to speak clearly and assertively 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 and SPELL OUT HERE then use Acronym (i.e. Healthcare Insurances Portability and Accountability Act (HIPAA policies).
8. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check

Incentive:

After meeting both of these conditions, a \$2 per hour raise will be issued:

1. Have been employed by the Karuk Tribe as the Áan Chúuphan Technician for 12 consecutive months with no progressive discipline notices in personnel file.
2. Have successfully achieved the Tower Climbing Safety & Rescue Certification.

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: December 28, 2023

Employee's Signature: _____