
Karuk Community Health Clinic

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Happy Camp, CA 96039
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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
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Phone: (530) 493-2201
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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 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: October 5, 2021 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. 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Shall be responsible for physical installation of radios, antennas, routers, cabling and support equipment for subscribers of Áan Chúuphan Internet.
2. Shall be the primary technical support contact for Áan Chúuphan, to respond to subscriber technical support tickets.
3. Shall be responsible for monitoring the Áan Chúuphan network and to proactively prevent outages before they arise.
4. Shall work with Karuk IT team to expand the Áan Chúuphan network and find creative solutions to connect subscribers that are on the edge or outside the current Áan Chúuphan network range.
5. Shall be responsible for maintaining an inventory of tools and supplies for Áan Chúuphan.
6. Shall be 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. Shall add, remove and update user accounts on various servers and systems.
8. Shall perform software installation, updates, and troubleshooting.
9. Shall assist Lead Computer Systems Technician and with major projects.
10. Shall assist with pulling and terminating twisted pair and fiber optic network cables, including in confined spaces.
11. Shall perform troubleshooting as problems arise.
12. Shall be responsible for data entry into trouble ticket systems.
13. Shall provide regular work and progress reports to the Lead Computer Systems Technician.

14. Shall work effectively with managers and staff and maintain cooperative relationships.
15. Is available for local and out of the area travel as required. Shall attend all required meetings and functions as requested.
16. 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.
8. 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 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 Chúpphan Technician for 12 consecutive months.
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.

Review Committee Approved: September 23, 2021

Employee's Signature: _____