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**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

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**Internal Vacancy Announcement**

**Title:** Clerical Assistant

**Reports to:** Human Resources Manager

**Location:** Happy Camp Administration Office

**Salary:** \$28,000 - \$35,000 depending on experience

**Classification:** Full-time, Regular, Non-Exempt

**Summary:** The Clerical Assistant will provide support in a variety of functions including but not limited to; filing, answering phones, taking messages, performing data entry, typing documents, making copies, faxing, shredding, and delivering mail. Provide direct support to the Human Resource Director, Contract Compliance Specialist, Self-Governance Coordinator and the Executive Secretary, as needed.

**Application Deadline: August 6, 2018 by 5:00 PM**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://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](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: [tparry@karuk.us](mailto:tparry@karuk.us)

# Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form.

The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.

✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.

✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.

✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.

✓ **Driver's License** – You must provide the state and number of your Driver's License on your application.

99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.

✓ **References** – You **must** include at least three (3) references on your application including their contact information.

✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.

✓ **Resume** – while not required, it is a good practice to include a resume with your application.

✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.

✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

**For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to [www.karuk.us](http://www.karuk.us) and click on the TERO page.**

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## POSITION DESCRIPTION

**Title:** Clerical Assistant

**Reports To:** Human Resources Manager

**Location:** Happy Camp Administration Office

**Salary:** \$28,000 - \$35,000 depending on experience

**Summary:** The Clerical Assistant will provide support in a variety of functions including but not limited to; filing, answering phones, taking messages, performing data entry, typing documents, making copies, faxing, shredding, and delivering mail. Provide direct support to the Human Resource Director, Contract Compliance Specialist, Self-Governance Coordinator and the Executive Secretary, as needed.

**Classification:** Full-time, Regular, Non-Exempt

**Responsibilities:**

1. Shall greet and direct visitors in a friendly and helpful manner.
2. Shall receive and route telephone calls, take accurate messages and answer questions with an even temperament and good judgment.
3. Shall be cross trained to relieve the Administrative Receptionist for breaks and mail rounds.
4. Shall assist Administrative Receptionist as needed to order or prepare and pickup and deliver food for Tribal Council luncheon meetings.
5. Shall provide clerical support including but not limited to filing, shredding, copying, faxing, scanning, word processing, and data entry to the Human Resources Director, Executive Secretary, Contract Compliance Specialist, and Self - Governance Coordinator.
6. Shall, under direct supervision, prepare meeting packets for Tribal Council and Health Board Meetings.

7. Shall, with proper guidance, copy and distribute mail to Tribal Council and other program directors as necessary.
8. Shall conduct accurate research to gather information on various topics as requested.
9. Shall be cross trained to accurately record minutes at assigned meetings as necessary.
10. Shall be willing to participate in various types of job skills enrichment including but not limited to basic computer skills, software programs, spreadsheets, and administrative support.
11. Shall serve as Editor for the Quarterly Karuk Tribe Newsletter/Newsmagazine ensuring accuracy of information, proofreading, and ensuring timely approval by Tribal Council, printing, and mailing.
12. 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.
13. Shall be polite and maintain a priority system in accepting other position related 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.

**Requirements:**

1. AA degree preferred, or equivalent 2 years specific experience in related field.
2. Must possess demonstrated experience in typing, word processing, and other general computer skills. Keyboarding speed at or above 50 WPM desired.
3. Must have the ability to take direction from several different program directors with diverse personalities and priorities.
4. Must have the ability to work well in a fast paced environment with priorities that shift often.

5. Must be a self starter, well organized, and willing to learn new skills.
6. Must be dependable.
7. Must be able to politely prioritize duties and projects ensuring timely completion of all assigned tasks.
8. Must possess the potential to competently learn and perform all tasks listed in this position description.
9. Must possess a valid driver's license, good driving record, and be insurable by the Karuk Tribe's insurance carrier.
10. Must adhere to confidentiality policy.
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.

**Council Approved: July 10, 2014**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_