
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

(Internal Posting)

Title: Land Management Specialist

Reports To: Director of Tribal Lands Management

Location: Happy Camp, Orleans, Yreka

Salary: \$55,000 to \$75,000 annually

Summary: This position is expected to provide a wide range of education, experience and skills to the Tribe's Office of Tribal Lands Management including the performance of realty and land management functions for the Karuk Tribe.

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

Application Deadline: December 21, 2023 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. Assists the Director of Tribal Lands Management in the coordination and completion of assignments and projects assigned to the Office of Lands Management.
2. Assists in all work needed relative to; land acquisition, disposal, exchange, fee to trust transactions, rights of way and leases, policies and procedures.
3. Works on matters involving tribal land programs and real estate matters on lands and other properties under the jurisdiction of the Tribe, including, researching properties, negotiating and drafting purchases agreements, obtaining appropriate approvals, reviewing property title reports and closing documents, recording and preparing property files including an electronic list of communication and transactions pertaining to the property.
4. Communicates and works with real estate appraisers and other professionals.
5. Assists in maintaining land status records and historical data on realty and land management.
6. Assists in land use plans and ordinances.
7. Assists in reviewing, drafting, and procuring Environmental Review Documents including National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA).
8. Assists with required yearly water rights reports for tribal properties.
9. Assists in creating maps and graphs, using Geographic Information System Mapping (GIS) software and related equipment.
10. Make available for local and out of the area travel as required for job related training. Attends all required meetings and functions as required
11. Shall be polite 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. Must have a Bachelor's Degree OR equivalent four (4) years current experience, which demonstrates that the applicant can perform the functions of the position.
2. Two (2) years current experience in Tribal related realty/resource management functions, GIS, and land management desired.
3. California Real Estate License preferred but not required.
4. Must be sensitive to Karuk cultural values and resource management practices.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality policy.
7. 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: 12/14/23

Employee's Signature: _____

Date: _____