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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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## Vacancy Announcement

(Internal Posting)

**Title:** Tribal Court Clerical Support/Receptionist  
**Reports to:** Tribal Court Administrator or Designee  
**Location:** Yreka, CA  
**Starting Salary:** \$17.00 - \$21.00 per hour, depending on experience  
**Classification:** Part Time, Non-Entry Level, Non -Exempt

**Summary:** This position is located in Yreka. The position will provide clerical support for operation of the Court. The primary duties will involve dealing with the public and other persons coming to or calling the court. Performs semi-skilled clerical work as requested, which may include copying documents, sending and receiving faxes, assembling materials, delivering documents to other offices, running errands, processing incoming and outgoing mail, shredding documents, maintaining lists and logs, determining whether documentary requirements for court filings have been met; keeping track of and ordering office supplies.

**Application Deadline: January 4, 2023 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 Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: [Humanresources@karuk.us](mailto:Humanresources@karuk.us)

## **POSITION DESCRIPTION**

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**Responsibilities:**

1. Shall be responsible for greeting and assisting the public and court officers who come to the courthouse and/or utilize court services.
2. Shall receive and respond to website inquiries and other routine requests for assistance from other Tribal departments, divisions, attorneys, outside agencies, and the public.
3. Shall efficiently answer incoming calls, route calls to appropriate person(s) and update voice mail messages or announcements on judicial office phone, as needed or instructed.
4. Shall competently and timely sort incoming mail and messages, and process outgoing mail.
5. Shall maintain mail log accurately and consistently.
6. Shall effectively advocate acceptable court user conduct in the lobby and shall keep lobby and restroom neat.
7. Shall conduct various clerical office work, as assigned. These duties may include, but not limited to, copying court documents; preparing mailings; making limited deliveries of papers to other offices; per-forming various minor errands.
8. Shall competently operate copier, computer, phone, and fax machine.
9. Shall maintain office supply inventory and ordering as needed.
10. Shall maintain strict confidentiality in the completion of work and maintain the confidentiality, security, and physical safety of court records
11. Shall be crossed trained in the Tribal Court FullCourt Enterprise Data Entry System.

12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious work relations with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. Exhibits the ability to read and interpret court case documents, codes, ordinances, rules and training manuals.
6. Exhibits the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Requirements:**

1. Must possess High School Diploma or GED and a minimum of two years clerical/office related experience and/or training.
2. Must possess basic office skills, excellent tele-communication skills, familiarity with keyboard and ten key.
3. Must understand word processing and spreadsheets (i.e. database software, Word for Windows, Excel, or Access, etc.).
4. Must demonstrate excellent communications skills, both oral and written.
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to Tribe's confidentiality policies.
7. Must successfully pass a drug screening test and 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 16, 2020

**Review Committee Approved:** December 28, 2022

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

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