

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



Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: HR Clerk

Reports To: HR Director

Location: Happy Camp Administration Office

Salary: \$14.00 to \$17.00 per hour

Classification: Full Time, Regular, Non-Exempt

Application Deadline: January 4, 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

Title: HR Clerk

Reports To: HR Director

Location: Happy Camp Administration Office

Salary: \$14.00 to \$17.00 per hour

Classification: Full Time, Regular, Non-Exempt

Summary: Under the general supervision of the HR Director shall provide clerical support for the HR Department.

Responsibilities:

1. Shall maintain the confidentiality and security of all personnel records.
2. Shall audit all personnel files for completeness.
3. Shall provide clerical support including, but not limited to, shredding, copying, faxing, scanning, word processing, and data entry.
4. Shall file personnel records on a daily basis.
5. Shall prepare and maintain all HR forms.
6. Shall receive and process paperwork for new employees, forwarding information to other departments as necessary.
7. Shall schedule drug screens for employees and notify them of time and location of test, ensuring that they have the proper paperwork to take to their appointment.
8. Shall help maintain an electronic database of personnel information and produce reports as requested.
9. Shall help ensure compliance with labor laws.
10. Will assist with personnel policy updates.
11. Will assist with benefits administration and management.
12. Will assist with the establishment of an in-house employee training program.
13. Shall undertake specifically assigned projects relating to Human Resources.
14. Shall be available for local and out of the area travel as required for job related training.
15. Shall attend all required meetings and functions as requested.
16. Shall be cross trained to relieve the Administrative Receptionist for breaks and mail rounds

17. Shall be polite and maintain a priority system in accepting other job-related 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. High school graduate or equivalent.
2. Experience performing such tasks as keyboarding, filing, and answering phones in an office environment.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must have basic computer skills in a Microsoft Windows environment, specifically Word and Excel.
5. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
6. Must have excellent organizational skills.
7. Must have of the ability to practice a high level of confidentiality.
8. 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: August 1, 2019

Chairman's Signature: _____

Employee's Signature: _____