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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

**Title:** Full-Time Administrative Assistant, KCWS

**Reports To:** Karuk Child Welfare Services Administrator

**Locations:** Yreka

**Salary:** \$18.00 – \$25.00 per hour DOE

**Classification:** Full- Time, Non-Exempt, Non-Entry

**Summary:** This position supports Child Welfare Service executive in administrative type functions. May handle a wide variety of situations and conflicts involving the clerical and administrative functions of the office. Answers questions regarding Child Welfare Services general operations when the Administrator is unavailable. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. Prepares packets for ICWA Committee meetings. Requires an associate's degree or its equivalent with at least 2 years of experience working with executives or directors. Familiar with a variety of child welfare and social work procedures is highly desirable. Relies on experience and judgment to plan and accomplish goals. Comes up with ideas that will streamline work and identifies incidents that require immediate attention in the organization. A wide degree of creativity and latitude is expected.

### **Application Deadline: Open Until Filled**

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. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **Position Description**

**Title:** Full-Time Administrative Assistant, KCWS

**Reports To:** Karuk Child Welfare Services Administrator

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### **Responsibilities:**

1. Coordination of internal and external Executive calendars (schedule, reschedule, and cancel) obligations. Consistently provide daily appointment schedules to KCWS Administrator.
2. Assist Administrator in the improvement of processes and policies in support of organizational goals.
3. Will take on special projects as directed by KCWS Administrator.
4. In conjunction with the Administrator, assist in the preparation and control of operational budgets.
5. Shall professionally answer the telephone and route call(s), record and take messages as appropriate. Competently and timely sort incoming mail and messages and process outgoing mail.
6. Provides office support typing, filing, copying etc.
7. Shall maintain the confidentiality, security, and physical safety of office records (including health, human resources etc.) at all times.
8. Makes enrollment inquiries, and directs results to the appropriate workers.
9. Provide executive support on matters relating to the Executive's chief obligations and mandates (i.e. assist Administrator, and staff in the improvement of processes and policies in support of organizational goals).
10. Is polite and maintains 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. Is available for local and out of the area travel as required for job related training. Is cooperative in attending all required meetings and functions as requested.
4. Previous experience working with a C-level executive highly desirable.
5. Display the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Demonstrates the ability to understand and follow oral and written instructions.
7. Must have a neat and tidy appearance.
8. Self-starter attitude and ability to think and act proactively.
9. Should have the ability to work independently as well as in a team focused environment.
10. Displays the ability to provide effective and timely research when necessary.

**Requirements:**

1. Must have Associates degree or its equivalent and 2 years of experience in administration at an executive level.
2. Must have outstanding organization skills.
3. Exhibits excellent verbal and written skills.
4. Must have excellent knowledge of the Microsoft Office suite.
5. Demonstrated ability as a problem solver.
6. Must possess excellent telephone skills and make a positive first impression on guests, patients, vendors etc.
7. Must possess valid driver's license, good driving records, and be insurable by the Tribe's insurance carrier.
8. Must adhere to the confidentiality and HIPAA policies.
9. Must become certified and remain current in infant, child, and adult CPR and First Aid.
10. Must provide documentation of immunity to measles, rubella and/or become immunized with the recommended vaccines, including Hepatitis B and Influenza. Must test annually for TB.

**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:** March 12, 2020

**Council Revised:**

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

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