
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
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Vacancy Announcement

Title: Tribal Court Clerical Support/Receptionist
Reports to: Tribal Court Administrator or Designee
Location: Yreka, CA
Starting Salary: \$14.00-16.00 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: August 24, 2020 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 Resource Department, Telephone (530) 493-1600, Fax: (855) 437-7888, Email: vsimmons@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 to the court and respond to inquiries regarding court business procedure, hearing dates, and other relevant information. Will 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. Shall maintain mail log accurately and consistently.
5. Shall politely communicate with court users regarding deficiencies found on filings and ensures deficiencies are corrected.
6. Shall conduct various clerical office work, as assigned. These duties may include, but not limited to, preparing court correspondence; copying court documents; preparing court documents; preparing mailings; making limited deliveries of papers to other offices; performing various minor errands.
7. Shall competently operate copier, computer, phone, and fax machine.
8. Shall maintain office supply inventory and ordering as needed.
9. Shall maintain strict confidentiality in the completion of work.

10. 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 work relations with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Must possess excellent telephone skills and make a positive first impression on court users and visitors.
6. Have the ability to read and interpret court case documents and training manuals.
7. Have knowledge of the Karuk Tribal Court Code, Ordinances and Rules of Court.
8. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
9. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements:

1. High School Diploma or GED required and a minimum of two years clerical experience and/or training.
2. Requires the ability to operate a typewriter, personal computer, multi-line telephone, calculator, facsimile and photocopier.
3. Intermediate experience using word processing and spreadsheets (i.e. database software, Word for Windows, Excel, or Access, etc.) is required.
4. Must demonstrate excellent communications skills, both oral and written.
5. Must demonstrate good time management skills.
6. Must be capable of learning data processing procedures and computer data entry.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to Tribe's confidentiality policies.
9. 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

Chairman's Signature: _____

Employee's Signature: _____

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