



Vacancy Announcement

Title: On Call Sales Clerk

Reports To: (KCDC) Economic Developer/Operations
Manager

Location: Amkuuf Shop, Yreka

Salary: \$10.00 to \$12.00 per hour

Classification: Part-Time, On Call, (16/hrs. minimum per week) Non-Exempt, Non-Entry Level

Application Deadline: July 30, 2018

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/. 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. 2010, Fax: (530) 493-1611, Email: tparry@karuk.us

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form.

The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.

✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.

✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.

✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.

✓ **Driver's License** – You must provide the state and number of your Driver's License on your application.

99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.

✓ **References** – You **must** include at least three (3) references on your application including their contact information.

✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.

✓ **Resume** – while not required, it is a good practice to include a resume with your application.

✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.

✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page.



POSITION DESCRIPTION

Title: On Call Sales Clerk

Reports To: KCDC Economic Developer/Operations Manager

Location: Amkuuf Shop, Yreka

Salary: \$10 - 12.00 per hour

Summary: The On Call Sales Clerk will facilitate retail sales at the Amkuuf Shop and shall operate the cash register, receive payments, prepare daily sales slips and shift close out.

Classification: Part-Time, On Call, (16/hrs. minimum per week) Non-Exempt, Non-Entry Level

Responsibilities:

1. Shall be responsible for store sales and perform merchandising duties such as stocking shelves, installing or changing displays, maintaining a clean and uncluttered work area, etc.
2. Shall provide tobacco cessation information to customers in collaboration with Public Health Nurse.
3. Shall operate the cash register, receive payments, prepare daily sales slips, and shift close out.
4. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
5. 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. Must be knowledgeable of general retail sales systems.
2. Must be able to add and subtract, follow oral and written instructions and utilize tools of the retail sales trade.
3. Must have knowledge of the Point of Sale software systems.
4. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
5. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects, office equipment, furniture, or miscellaneous equipment; physical ability to lift and carry objects ranging from 50-75 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills.
6. Must have a valid California driver's license and good driving record.
7. Must be able to work well with the public.
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.

KCDC Board Approved Date: February 11, 2015

Council Approved: February 25, 2015

Employee's Signature: _____ **Date:** _____

KCDC Chair Signature: _____ **Date:** _____

Chairman Signature: _____ **Date:** _____