
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

Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

Information Technology Technician
(\$25-35,000 per year, depending on experience)

This is a full time position based in the Happy Camp Office.

The IT Technician's first responsibility is to install, maintain and troubleshoot computers, printers, telephone systems and other technology. The IT Technician is also responsible for creating and maintaining the Karuk Tribe web site and supporting staff development needs by assisting in user education.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO)** and **Veteran's Preference** shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Individuals interested in applying for this position must submit an employment application to the Human Resources Office in Happy Camp no later than 5pm, Monday, July 2, 2012.

Position Posted On: 6/21/2012 5:15 PM

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Position Description

- Title:** Information Technology Technician
- Reports To:** Information Technology Director
- Location:** Happy Camp Administration Office
- Salary:** \$25,000 to \$35,000 per year, depending on experience
- Summary:** The IT Technician's first responsibility is to install, maintain and troubleshoot computers, printers, telephone systems and other technology. The IT Technician is also responsible for creating and maintaining the Karuk Tribe web site and supporting staff development needs by assisting in user education.

Classification: Full Time, Non Exempt, Non Entry Level

Responsibilities:

1. Shall add, remove and update user accounts on various servers and systems.
2. Shall respond to user support requests and document work order status and completion.
3. Shall perform computer, printer, and telephone installation, maintenance and troubleshooting.
4. Shall perform software installation, updates, and troubleshooting.
5. Shall design, update, maintain and improve the Karuk Tribe's web site and online presence.
6. Shall order, activate, upgrade and maintain the Karuk Tribe cellular phones and devices.
7. Shall assist Information Technology Director with major projects.
8. Shall perform technical work related to equipment repair. This includes calling support companies and performing hardware replacements.
9. Shall assist with pulling and terminating twisted pair and fiber optic network cables.
10. Shall be available for local and out of the area travel as required. Shall attend all required meetings and functions as requested.
11. 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 working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.
5. Have the ability to work with little supervision.
6. Have working knowledge of Microsoft products.
7. Have strong communication skills including writing, speaking and phone etiquette.

Requirements:

1. Must have a high school diploma or equivalency. A degree in computer science or related field and/or work experience, with extensive experience working with computer hardware and software is preferential.
2. Must have extensive knowledge of computers and networks.
3. Must have A+, Network+ or other technical certification required, or a willingness to obtain.
4. Web design experience is preferential.
5. Must have practical problem solving skills and solid troubleshooting skills required.
6. Multiple network typology experience preferred (Wireless, LAN, WAN, Fiber, UTP) (Bus, star, ring and other typologies recommended).
7. Must have Windows Operating System experience.
8. Must possess valid driver's license, good driving record and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug screening test and be willing to submit to a 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: June 21, 2012

Chairman's Signature: _____

Employee's Signature: _____