
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

Karuk Tribal TANF Program (KTTP) Administrative Assistant
\$15.00 to \$19.00, depending on experience

This is a full time position working at the Karuk Tribal TANF Office in Happy Camp, CA

The Administrative Assistant will provide administrative and clerical support to the KTTP Executive Director, KTTP Program Development Manager and KTTP Bookkeeper as required. This will include scheduling appointments, filing, and other organizational duties.

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/ **Tribal (TERO) 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 and resume to the Human Resources Office in Happy Camp no later than 5pm, Wednesday, November 28, 2012.

Position Posted On: 11/15/2012 11:59 AM

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

POSITION DESCRIPTION

- Title:** Karuk Tribal TANF Program (KTTP) Administrative Assistant
- Reports to:** KTTP Executive Director
- Location:** Happy Camp
- Salary:** \$15.00 to \$19.00 per hour, depending on experience
- Summary:** The Administrative Assistant will provide administrative and clerical support to the KTTP Executive Director, KTTP Program Development Manager and KTTP Bookkeeper as required. This will include scheduling appointments, filing, and other organizational duties.

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Responsibilities:

1. Prepares and distributes correspondence to the Executive Director and Program Development Manager as directed.
2. Types and reproduces a variety of daily correspondence and documents from dictation, handwritten or rough copy. This includes, but is not limited to, memorandums, letters, grants, budgets, reports, monthly newsletters, directories and forms. Responsibilities will include proper assembly, arrangement, grammar and spelling. Prepares intermediate drafts when requested. Creates and updates appropriate forms for department programs as needed.
3. Performs receptionist duties for department staff. Receives telephone calls and greets visitors; answers routine and procedural inquiries personally; and refers other matters to the Executive Director or appropriate staff members.
4. Establishes and maintains an effective record keeping system. Obtains documents, files and background information, and assembles materials from files for use by KTTP staff.
5. Makes necessary arrangements for conferences, schedules appointments, meetings, lectures, events, including space, time, equipment, notification etc. Attends meetings or proceedings including staff meetings or training sessions as required. May be required to take notes and or prepare summary reports.
6. Maintains and secures needed office supplies, publications, and services.
7. Prepares travel forms and makes travel arrangements for staff as directed. This includes making hotel and plane reservations, preparing itineraries and other related duties.
8. Maintains record of correspondence and action documents and follows up on work in progress to ensure deadline date will be met.

9. Maintains strict confidentiality of records, materials and conversations.
10. Assists in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit KTTT Offices prior to allowing them to see other staff; assists in obtaining necessary restraining orders against potentially dangerous individuals, as authorized by the Tribal Council.
11. Is available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Is polite and maintains a priority system in accepting other 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.

Requirements:

1. Must possess high school diploma or equivalent; completed courses or demonstrated experience in typing, word processing, and other general computer skills; must have keyboarding speed of at least 45 WPM. Familiarity with Microsoft Office software and Tribal Assistance Software (TAS) preferred. Up to three years of clerical experience is preferred.
2. Must be a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
3. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must successfully pass a drug screening test.
7. Must adhere to an investigation of character as required by the Indian Child Protection and Family Violence Act. The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation and inquires to appropriate local law enforcement agencies. Applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offense or two or more misdemeanor offenses under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: September 3, 2008

Chairman's Signature: _____

Employee's Signature: _____