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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 Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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## Vacancy Announcement

**Title:** On-Call Clerical Technician

**Reports To:** Office Manager, or Designee

**Assigned Office Location:** Orleans, CA

**Rate:** \$17.27-\$22.54-hour/DOE

**Classification:** On-call, Non-exempt

**Summary:** Under the supervision of the Office Manager or designee, the Clerical Technician receives and routes all incoming calls, takes accurate messages and answers questions with an even temperament. Greets and directs all visitors, logs and routes all incoming and outgoing mail, & performs other clerical duties as assigned

### **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, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: [humanresources@karuk.us](mailto:humanresources@karuk.us)

# Position Description

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## Responsibilities:

1. Greets and directs all visitors in a friendly and helpful manner.
2. Receives and routes all telephone calls, takes accurate messages and answers questions raised by callers. .
3. Logs and routes all incoming and outgoing mail into a computerized database in a timely fashion.
4. Receives and routes all incoming packages (FedEx, United Parcel Service [UPS], etc.) notifying departments/programs of their arrival and storing them in a secure location when necessary.
5. Maintains petty cash and vending machine revenues, and forwards deposits to the Finance Department on a regular basis.
6. Maintains adequate postage on postage meter and processes refill requests as necessary and logs all meter usage.
7. Orders office supplies as requested by staff and maintains an adequate stock of commonly used supplies including paper, envelopes, letterhead, paper clips, pens, etc. and distribute as requested.
8. Performs "rounds" of mail delivery as needed to post office and other Tribal offices.
9. Orders and delivers food for Tribal Council and other Tribal Department functions within the Orleans area as authorized and/or directed
10. Maintains car pool schedules for Tribal employee usage, including collection and submission of mileage logs and associated receipts to the Finance Department as required.
11. Coordinates with automotive program as needed when maintenance is required on pool vehicles.
12. Coordinates with the fiscal department to make sure that all Tribal vehicles located in Orleans have current registration and proof of insurance cards.
13. Ensures an adequate supply of vehicle log sheets are available for Orleans vehicles.

14. Coordinates scheduling for Community Room and Council Chamber usage.
15. Maintains log of copy machine usage, and coordinate maintenance/repair as needed.
16. Provides training and oversight to summer youth workers, high school work experience students, program participants as requested and relating to other job duties.
17. Assists in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit Tribal Offices prior to allowing them to see other staff.
18. Maintains reception area to be aesthetically pleasing and accessible to visitors; ensures that all Tribal postings are properly displayed in lobby and office areas upon receipt.
19. Be available for local and out of the area travel as required for job related training. Attend all required meetings and functions.
20. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to manage time well and work under stressful conditions with an even temperament.
3. Has the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Has the ability to understand and follow oral and written instructions.

**Requirements:**

1. Education and/or experience
  - a. High school diploma or equivalent; or
  - b. An equivalent combination of education and related experience will be considered for all grades. Equivalencies based on 2:1 ratio, 2 years of experience equals 1 year of education.
2. Must have competence in word processing, spreadsheets, office equipment and general computer usage.
3. Must be a self-starter, well organized and willing to learn new skills.
4. Must be effective, efficient, productive and timely in producing and delegating assigned work products while working in a remote environment (as needed) while maintaining data security at all times
5. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality and all Karuk \_Personnel and DNR policies.
7. Must successfully pass a 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.

**Committee Approved:** May 1, 2025

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