
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



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: Human Resources Clerk

Reports to: Human Resources Manager or Designee

Location: Happy Camp, CA, Human Resources Office

Salary: \$22 to \$28 per hour, DOE

Classification: Part-Time, Regular, Non-Exempt

Summary: Under the supervision of the Human Resources Manager, the Human Resources Clerk provides administrative and clerical support to the HR department, ensuring confidentiality and accuracy of personnel records. Duties include maintaining employee files, assisting with recruitment, onboarding, benefits, and training, managing HR databases, preparing reports, and supporting compliance with labor and tribal policies. Performs additional HR projects and general office tasks, as assigned.

Application Deadline: December 11, 2025 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 Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

Title: Human Resources Clerk

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Responsibilities:

1. Maintain the confidentiality and security of all personnel records.
2. Maintain and update employee files, both in hard copy and electronic form.
3. Provide clerical support including, but not limited to, shredding, copying, faxing, scanning, word processing, and data entry.
4. Performs other administrative tasks or projects, as assigned by management.
5. Assist in recruitment activity and onboarding as needed.
6. File personnel records on a daily basis.
7. Prepare and maintain all HR forms.
8. Receive and process paperwork for new employees, forwarding information to other departments as necessary.
9. Assist with scheduling drug screens for employees and notify them of time and location of test, ensuring that they have the proper paperwork to take to their appointment.
10. Maintain an electronic database of personnel information and produce reports as requested.
11. File and manage HR documents to ensure compliance with labor laws and tribal policies.
12. Assist with personnel policy updates, as assigned.

13. Assist with benefits administration and management, as assigned.
14. Assist with the function of the in-house employee training program, as assigned.
15. Adheres to Tribe's and Program's confidentiality and personnel policies.
16. Be available for local and out of the area travel as required for job related training and various activities.
17. Attends all required meetings, trainings and functions.
18. Be polite and maintain a priority system in accepting other job-related duties as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Demonstrated ability to understand and follow oral and written instructions.
5. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10 and MS Office Suite applications.
6. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. High school graduate with at least one (1) year of experience in an office environment, performing such tasks as: keyboarding, filing, answering phones, managing spreadsheets, working with employee records, etc.
2. Must have computer skills in Microsoft Office Programs and Adobe, with emphasis on excel with a demonstrated skillset in database management and record keeping.
3. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
4. Must have excellent communication and interpersonal skills to maintain internal relations with various departments.
5. Must be a self-starter, well organized, and willing to learn new skills.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must successfully pass a pre-employment drug screening test.
8. Must adhere to required pre-employment background check, crim check and FBI fingerprints. .

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: _____ **Date:** 11/25/2025

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