
Karuk Community Health Clinic

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Phone: (530) 493-5257
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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
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Phone: (530) 493-2201
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Vacancy Announcement

Title: Sales Clerk

Reports To: Amkuuf Shop Manager

Location: Amkuuf Shop, Yreka

Salary: \$17.00 - \$19.00 per hour

Classification: Part Time, (16/hours minimum per week), Non-Exempt, Entry Level

Summary: The Sales Clerk will facilitate retail sales at the Amkuuf Shop, operate the cash register, receive payments, in cash or credit cards, prepare daily sales slips and shift close out, and always interact with customers in a friendly and courteous manner.

Application Deadline: December 31, 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 or 7034, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

Title: Sales Clerk

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Classification: Part Time, (16/hours minimum per week), Non-Exempt, Entry Level

Summary: The Sales Clerk will facilitate retail sales at the Amkuuf Shop, operate the cash register, receive payments, in cash or credit cards, prepare daily sales slips and shift close out, and always interact with customers in a friendly and courteous manner.

Responsibilities:

1. Be responsible for store sales and perform merchandising duties such as stocking shelves, installing or changing displays, maintaining a clean and uncluttered work area.
2. Provide tobacco cessation information to customers in collaboration with the Amkuuf Shop Manager.
3. Accurately operate the cash register, receive payments, prepare daily sales slips, and perform shift close out in accordance with Amkuuf Shop policies and procedures.
4. Practice situational awareness and strictly adhere to all safety policies and procedures at all times.
5. Adheres to Tribe's and Program's confidentiality and personnel policies.
6. Be available for local and out of the area travel as required for job related training and various activities.
7. Attends all required meetings, trainings and functions.
8. Be polite and maintain a priority system in accepting other position related job duties as assigned.
9. Demonstrate the ability to manage time well and work under stressful conditions with an even temperament.
10. Demonstrate strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Qualifications:

1. Knowledge of general retail sales system, ability to utilize tools of the retail sales trade, including cash register, credit card reader, and computer.
2. Must be able to accurately count change, add and subtract numbers.
3. Willingness to work non-traditional hours, including evenings and weekends as needed.

4. Ability to work effectively with Native American youth and family members in culturally diverse environments.
5. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
6. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
7. Demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. High school diploma, GED, or two years' successful experience.
2. Must be a self-starter, well organized, and willing to learn new skills.
3. Must be reliable, honest, and comfortable handling and counting money.
4. Ability to stand and walk for extended periods; stoop, kneel, and crouch to safely pick up or move boxes and stock shelves; physical ability to lift and carry objects ranging from 10-25 pounds safely and without assistance.
5. Must successfully pass a drug screening test and criminal background check.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must submit to pre-employment background, crim check, and FBI fingerprints, if required.

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: November 4, 2025

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