

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
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Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

Vacancy Announcement

Title:	Executive Assistant
Reports To:	Executive Director
Location:	Happy Camp, CA
Assigned Work Location:	Karuk Tribe Housing Authority (KTHA) Administrative Office
Salary:	\$56,160 to \$76,960 per year/ DOE
Classification:	Full Time, Regular, Exempt
Summary:	The Executive Assistant, under direct supervision, will provide administrative and clerical support to the Executive Director and other KTHA Managers as required. Orients new employees and maintains personnel files and associated benefits. Reviews, maintains, and recommends needed changes to policies. Supports Construction Manager by preparing advertisements and contracts for projects and maintaining construction files. Conducts all necessary environmental reviews for program and administrative activities. Serves as Recording Secretary for the Board of Commissioners (BOC).

***Please Note: A Skills Test will be Administered Prior to Interview!**

Application Deadline: April 10, 2026 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 and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening 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 at: Telephone: (530) 493-1600 ext. 2043 or ext. 7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Serves as Recording Secretary at Housing Board of Commissioners meetings.
2. Assists with preparation of Housing Resolutions as directed.
3. Provides clerical support and administrative assistance to Executive Director and other KTHA Managers as requested.
4. Assists Board Secretary with tasks as assigned.
5. Shall, under the direct supervision of the Executive Director, poll Housing Board members for duly authorized telephone votes.
6. Prepares construction contracts and place advertisements with Builder's Exchanges and appropriate newspapers as requested.
7. Develops and maintains a construction program, including administration of the construction files.
8. Attends construction meetings as requested to record minutes and maintain attendance list.
9. Conducts environmental review of all program and administrative activities.
10. Maintains the confidentiality and security of all personnel records.
11. Audits all personnel files for completeness and notifies employees and Directors of pending employee reviews and other renewable documents 60 days prior to expiration.
12. Develops and reviews accurate position descriptions prior to requesting posting of vacancy

announcement.

13. Prepares and maintains all forms necessary for orienting new employees.
14. Orients all new employees to the KTHA Personnel Policy and Procedures and be available to answer employee questions.
15. Reviews and maintains documentation pertaining to employee insurance and retirement accounts and be available to answer employee questions. Monitors monthly reports and add/delete employees as necessary. Reviews monthly insurance billing statement and forwards to the Finance Department for payment.
16. Reviews existing program policies and recommends changes as needed, develops procedures for new programs that are developed; maintains, and updates policies as required.
17. Assists the Executive Director with special projects, as directed.
18. Submits written reports to the Board of Commissioners on a monthly basis.
19. Adheres to Tribe's and Program's confidentiality and personnel policies.
20. Be available for local and out of the area travel as required for job related training and various activities.
21. Attends all required meetings, trainings and functions.
22. 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 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. Demonstrates the ability to understand and follow oral and written instructions.
5. Demonstrates the ability to use a variety of computer programs and in particular understand, and when necessary, operate software such as Windows, Microsoft Office Suite, and Adobe applications.
6. Demonstrates strong organizational skills, is able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must possess an Associate's Degree from an accredited college in a related field. Progressively responsible work experience totaling at least (4) years in a similar role, preferably for Native American programs, may be substituted for the educational requirement. Experience with Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) programs highly preferred.
2. Must have the ability to type at least 45+ WPM.

3. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
4. Must be a self-starter, well organized, and willing to learn new skills.
5. Must possess valid driver's license, good driving record, and be insurable by Housing's insurance carrier.
6. Must successfully pass a pre-employment drug screening test.
7. Must successfully pass a pre-employment background check including Crimcheck 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: March 23, 2026

Employee's Signature: _____