
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
Fax: (530) 493-5364

Vacancy Announcement

Title: Administrative Clerk

Reports To: Chief Executive Officer (CEO), or Designee

Location: Happy Camp, CA

Assigned Work Location: Happy Camp Administration Office

Salary: \$22.00 to \$32.00 per hour, DOE

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

Summary: This position is expected to handle a wide variety of tasks involving the clerical and administrative functions of the Tribal Administrative office. Responsible for the handling and processing of confidential and time sensitive material. Prepares both routine and advanced correspondence including letters, memoranda, and reports. Familiarity with a variety of administrative concepts, practices, and procedures is expected. Develops and implements ideas that will streamline work and identifies areas where achieving efficiencies can increase the level of communication needed within the organization.

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

Application Deadline: Open Until Filled

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

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Responsibilities:

1. Coordinates internal and external calendars (schedule, reschedule, and cancel) and tracking obligations as assigned.
2. Correctly and timely sorts, records and distributes incoming and outgoing mail & messages in close coordination with Office Manager and Executive Secretary.
3. Performs tasks such as professionally answering the telephone and route calls, record and take messages, manages correspondence, preparing Tribal communications and project research.
4. Provides general administrative support such as creating letters and reports, filing documents, following up on document reviews and submittals, procurement research and documentation.
5. Provides administrative and clerical support to Executive Secretary, Director of Compliance and Director of Operations as needed or requested.
6. Maintains the confidentiality, security, and physical safety of administrative records at all times.
7. Provides back-up assistance to Office Manager and/or Receptionist.
8. Cross-trained and capable to take minutes, record and moderate meetings as assigned.
9. Provides executive support on matters relating to Administrative Staff.

10. Provides support in obtaining document signatures, printing, copying, scanning and other tasks as needed for paperwork associated with Tribal Council approvals and authorizations.
11. Will take on special projects as time allows and as assigned by supervisor.
12. Assists in organizing, planning and implementing large gatherings and events as needed and assigned.
13. Adheres to Tribe's and Program's confidentiality and personnel policies.
14. Be available for local and out of the area travel as required for job related training and various activities.
15. Attends all required meetings, trainings and functions.
16. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Should have the ability to think and act proactively.
2. Should have the ability to work independently as well as in a team focused environment.
3. Displays the ability to provide effective and timely research when necessary.
4. Demonstrated 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.
8. 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.
9. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Must have High School Diploma or GED or 3 years equivalent experience in administration.
2. Must have outstanding organization skills.
3. Exhibits excellent verbal and written skills.
4. Must have demonstrated knowledge of the Microsoft Office suite including Word, Excel, etc.
5. Demonstrated ability as a problem solver.
6. Must possess excellent telephone skills and make a positive first impression on guests, vendors etc.
7. Must be able to type 35-50 WPM.
8. Must be a self-starter, well organized, and willing to learn new skills.
9. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
10. Must successfully pass a pre-employment drug screening test.

11. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

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: June 10, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25