
Karuk Community Health Clinic

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

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
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Vacancy Announcement

Title:	Transit Assistant/Transit Driver
Reports To:	Transit Coordinator, or Designee
Location:	Orleans, Happy Camp and Yreka
Assigned Work Location:	Orleans, CA/Karuk Department of Transportation (KDOT)
Salary:	\$20.00 - \$25.00 per hour/ DOE
Classification:	Full Time 40 hours, Regular, Non-Exempt, Non-Entry Level
Summary:	Under the general supervision of the Transit Coordinator, the Transit Assistant/Transit Driver is responsible for safely and reliably transporting passengers, in a 9-passenger van, while also providing administrative and clerical support for the KDOT office. This role combines customer-facing duties with organizational and data-related tasks, requiring reliability, professionalism, and strong attention to detail.

***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 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. 2043/7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

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Responsibilities:

1. Assists the Transit Coordinator in the operations of the Transit Program
2. Responsible for recording ridership count, fuel receipts, revenue and non-revenue mileage, passenger fares, vehicle hours and passes issued. Maintaining both manual and digital records.
3. Responsible for maintaining and organizing the filing system.
4. Maintains records of incidents and/ or accidents.
5. Assists with Federal Transit Authority (FTA) and other programmatic reporting as needed.
6. Operates a variety of standard office equipment (radio, telephone, computer, copier/fax machine).
7. Drives transit van as needed.
8. Responsible for ordering office supplies and transit service equipment as needed.
9. Safely operate a transit van to transport passengers according to scheduled routes or assignments.
10. Assist passengers with boarding and exiting the vehicle as needed, including luggage and Americans with Disabilities Act (ADA) equipment
11. Conduct pre- and post-trip vehicle inspections and report any maintenance issues.
12. Maintain accurate driving logs, mileage records, and trip documentation.
13. Follow all traffic laws, safety regulations, and organizational policies.

14. Provide courteous, professional service to passengers.
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 communicate well with staff and the public.
2. Demonstrates ability to conduct work in a safe manner and the ability to follow and enforce safety procedures,
3. Displays good record keeping skills and the ability to maintain daily, weekly and monthly records, receipts, logs, etc.
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. High School Diploma or equivalent (GED).
2. Must be able to pass a skills assessment test prior to hiring.
3. Must have current California Driver's License.
4. Must be willing to add additional driver's license endorsements as needed.
5. Must have CPR/ First Aid Certification or the ability to obtain certification(s) within one month of hire date.
6. Must have the ability to remain seated for extended periods of time.
7. Must have the ability to assist passengers and perform light lifting as required (up to 30 lbs.).
8. Must have a basic knowledge of the Karuk Tribe and River communities.
9. Must be a self-starter, well organized, and willing to learn new skills.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must successfully pass a pre-employment drug screening test.
12. 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: March 23, 2026 (Council)

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25