
Karuk Community Health Clinic
64236 Second Avenue
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Happy Camp, CA 96039
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Administrative Office
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Karuk Dental Clinic
64236 Second Avenue
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Vacancy Announcement

Title: On Call- Sales Shop Clerk
Reports to: People's Center Coordinator
Location: Happy Camp, California
Salary: \$17.00 - \$19.00 per hour/ DOE
Classification: On Call, Non-Exempt

Summary: This position is located in the People's Center of the Karuk Tribe in Happy Camp, California. The People's Center is the cultural center and museum of the Karuk Tribe. The Center features art and culture exhibitions in its gallery space and serves as one of the sites of the Karuk Library. The Center maintains and cares for the artifact collections and archival materials of the Karuk Tribe and operates a Sales Shop that sells cultural art items, books and related merchandise. The Sales Shop Clerk shall work under the supervision of the People's Center Coordinator and will learn basic operations and procedures in the cultural center/museum. This position includes opening and closing the facility and learning the details of operating the Center's Sales Shop including sales, inventory management, administrative paperwork for purchases and display of merchandise.

Application Deadline: October 6, 2026 at 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: On Call- Sales Shop Clerk

Reports To: People's Center Coordinator

Location: Happy Camp, California

Assigned Work Location: People's Center

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Responsibilities:

1. Conducts retail sales in the Sales Shop of the Center. This will include promotion of merchandise, operation of a cash register, ordering of merchandise, and maintenance of merchandise displays.
2. Oversees the daily visitor traffic and use of the Center, including opening and closing the facility.
3. Interfaces regularly with the Accounting Office of the Karuk Tribe regarding purchase requisitions, cash deposits, inventory, and reporting.
4. Monitors the use of the Karuk Tribal Library that will be housed in the People's Center during defined hours of operation.
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 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. Must have prior experience in retail sales, money handling, and public interaction.
2. Must have physical mobility and ability to lift up to 20 pounds to be able to handle merchandise, books, display shelving, and equipment that will be used in the performance of work for this position.
3. Must have adequate computer skills necessary to track inventory and place orders.
4. Must be able to manage time well and work efficiently with little to no direct supervision. Must be extremely dependable and prompt, adhering to set schedule of the Center.
5. Must be bondable.
6. Must submit to pre-employment background, Crimcheck, and FBI fingerprints, if required.
7. Must be a self-starter, well organized, and willing to learn new skills.
8. Must successfully pass a pre-employment drug screening test.

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 27, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25