
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:	Natural Resources Technician II
Reports To:	Natural Resources Technician III, or designee
Location:	Yreka, CA/ Happy Camp, CA/ Orleans, CA
Assigned Work Location:	Karuk Department of Natural Resources
Salary:	\$21.76-28.21per hour, DOE
Classification:	Full Time, Regular, Non-Exempt
Summary:	The Natural Resources Technician II – is a lower mid-level position and will receive direct supervision from a Natural Resources Technician III (NR TECH III), as assigned. This position will assist the Karuk Tribe Department of Natural Resources (KDNR) with project level actions and activities. Tasks may vary depending on funding secured. Position may serve in the capacity of Cultural Resource Technician II (as qualified and assigned) as long as supervisory span of control and efficiency of operations can be maintained. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: October 19, 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. 2043/7034, Fax: (855) 437-7888, or Email at humanresources@karuk.us

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POSITION DESCRIPTION

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Responsibilities:

1. Assists with the coordination and implementation of project-based actions and activities as assigned.
2. Assists with the coordination, oversight, and implementation of equipment/supply inventory, maintenance, repair, and basic (non-mechanical) vehicle maintenance.
3. Maintains assigned equipment such as Personal Protective Equipment (PPE), chainsaws, and tools in good condition and working order, and reports defective equipment to supervisor immediately.
4. Assists with contractual inspections, ensuring contractors follow the scope of work outlined in their contract.
5. Works cooperatively with Natural Resources staff, other tribes, agencies, partner organizations and the public as assigned.
6. Communicates with supervisor, understands and follows instruction, & implements assignments as directed.
7. Works to ensure assigned actions and activities meet or exceed expectations in relation to work quality, quantity and the appropriate code of conduct.
8. Completes and signs all appropriate documents and timecards in an accurate and timely manner.
9. Assists with project activities within the scope of the department's mission as directed.
10. Assists with coordination and implementation of work conducted by cultural practitioners as assigned.
11. Adheres to Tribe's and Program's confidentiality and personnel policies.

12. Be available for local and out of the area travel as required for job related training and various activities.
13. Attends all required meetings, trainings and functions.
14. 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. Education and/or experience
 - a. High school diploma or equivalent with two (2) years of work experience as a field technician; or
 - b. An equivalent combination of education and related experience will be considered. Equivalencies based on 2:1 ratio, 2 years of experience equals 1 year of education.
2. Must have a background in natural resources-based project work.
3. Must have experience in or willing to learn Global Positioning System (GPS) data collection using field maps and/or Avanza maps.
4. Must have ability to coordinate reliable method of transportation and arrive at work in a timely manner.
5. Must be responsible for using safe work practices, for following directives, guidelines, and procedures, and for maintaining a safe and secure work environment.
6. Must be effective, efficient, productive and timely in producing and delegating assigned work products while maintaining data security at all times.
7. Must be a self-starter, well organized, and willing to learn new skills.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must successfully pass a pre-employment drug screening test.
10. 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 contest or guilty plea to any felonious offenses or two or more misdemeanor offenses 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.

Review Committee Approved: July 14, 2026

Employee Signature: _____ **Date:** _____

Form Approved by Council 11/20/25