Yurok Tribe
Job Description

**JOB TITLE:** Human Resources Recruiter  
**JOB GRADE:** 7/8  
**REPORTS TO:** Human Resources Director  
**STATUS:** Non-Exempt  
**LOCATION:** Klamath/Weitchpec  
**DEPARTMENT:** Human Resources  
**DIVISION:** Administration  

**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**  
**SALARY RANGE:** $22.70-$29.62/$24.88-$32.47

**POSITION SUMMARY:**
Under general supervision of the Human Resources Director, the Human Resources Recruiter (HRR) will identify, recruit, and screen potential employees for specific open positions for the Yurok Tribe. HRR will identify advertising needs and recruitment strategies for all open positions.

**DUTIES AND RESPONSIBILITIES:**
1. Plans, directs, and administers various human resource recruiting programs.
2. Understands the requirements, duties, and qualifications desired for the specified vacant position(s).
3. Collects and analyzes data to maintain current understanding of fair and competitive market salaries, candidate availability, and demand for candidates in particular fields.
4. Consults data and records to identify and select potential candidates for vacant positions.
5. Screens candidates, selects qualified and interested candidates for the interviewing phase, and then connects viable candidates with hiring managers.
6. Checks candidates references and credentials, verifying experience and backgrounds.
7. Works with candidates on the interview and hiring process; initiates the personnel action forms for recruiting.
8. Organizes and attends job fairs, campus events, and other networking opportunities.
9. Follows up with hiring managers after the interview process to determine whether a placement can be made; collects feedback when placement is unsuccessful.
10. Arranges meeting locations, travel, and/or accommodations for applicants and managers when necessary.
11. Keeps all recruiting files up to date and accurate.
12. Maintains the upkeep of the recruiting software.
13. Maintains and ensures compliance with applicable equal employment opportunity (EEO) and related employment laws and regulations.
14. Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**
This position has no direct supervisory responsibilities.

**MINIMUM QUALIFICATIONS:**
1. Excellent verbal and written communication skills.
2. Considerable knowledge of principles related to recruitment.
3. Advertising experience a plus.
4. Ability to compose and present comprehensive reports.
5. Ability to plan and organize a recruiting plan.

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6. Excellent organizational skills and attention to detail.
7. Thorough understanding of EEO, ADA, and other related employment laws and guidelines.
8. Excellent time management skills with a proven ability to meet deadlines.
9. Strong analytical and problem-solving skills.
10. Proficient with Microsoft Office Suite or related software.
11. Demonstrated strong computer skills with use of Microsoft Office or similar software, including a strong working knowledge of automated cloud-based systems.
12. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.
13. Valid State issued driver’s license and/or the ability to obtain a California driver’s license. Must be insurable on the Tribe’s insurance policy preferred.

EDUCATION/EXPERIENCE:
1. Associate degree and two years of directly relatable work experience is preferred. Incumbent must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Tribal Human Resources Professional certification preferred.
4. SHRM Talent Acquisition Specialty Credential a plus.
5. Candidates with equivalent combinations of education, training and experience will be considered.

CONDITIONS OF EMPLOYMENT:
1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a background investigation and fingerprint clearance.

LANGUAGE SKILLS:
Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:
Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

VISION REQUIREMENTS:
1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
I, ______________________________, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

______________________________  ____________________________  ______________
Employee Signature                      Date                      Employee #

______________________________  ____________________
Supervisor Signature                      Date