

POSITION DESCRIPTION

Title: Natural Resources Clerical Technician I

Reports To: Natural Resources Director

Location: Orleans, California

Salary: \$7.50 to \$9.50 per hour, depending on experience

Classification: Part Time (24 hours per week), Non-Exempt

Responsibilities:

1. Shall answer telephones in a professional friendly manner, and process messages for all DNR staff.
2. Shall assist in coordinating travel arrangements for DNR staff.
3. Shall assist in processing required advance/reimbursement forms.
4. Shall maintain and update all DNR filing systems.
5. Shall process mileage logs for all DNR vehicles.
6. Shall assist in processing of purchase requisitions.
7. Shall maintain DNR office supply inventories.
8. Shall maintain DNR incoming/outgoing correspondence database.
9. Shall assist in preparing presentations and reports.
10. Shall abide by all Karuk Tribal Personnel Policies.
11. Shall be willing to attend skills and training and certification courses.
12. Shall Travel as needed.
13. Shall assist Natural Resources staff in office operations.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.

2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must have knowledge of Natural Resources processes.
2. Must be proficient in office procedures.
3. Must have experience in clerical and secretarial duties.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier or be able to obtain driver's license within six months of employment.
5. Must adhere to confidentiality policy.
6. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: April 29, 1999

Chairman's Signature: _____

Employee's Signature: _____