

## **Position Description**

**Title:** Administrative Assistant/Personnel Clerk

**Reports To:** Executive Director

**Location:** Housing Authority Office, Happy Camp

**Salary:** \$24,960 to \$31,200, depending on experience

**Summary:** As the Personnel Clerk shall maintain and audit personnel records and perform human resource functions. As the Administrative Assistant, shall be responsible for performing all functions necessary to process monthly tenant account billings.

**Classification:** Full Time, Regular, Non-Exempt

### **Responsibilities:**

1. Shall maintain the confidentiality and security of all personnel records.
2. Shall audit all personnel files for completeness and notify employees and Directors of missing documentation.
3. Shall create a tickler file to notify employees and Directors of pending employee reviews and other renewable documents 60 days prior to expiration.
4. Shall develop and review accurate position descriptions prior to requesting posting of vacancy announcement.
5. Shall prepare and maintain all forms necessary to orient new employees.
6. Shall orient all new employees to the Karuk Personnel Policy and Procedures and be available to answer employee questions.
7. Shall review and maintain documentation pertaining to Employee Insurance and retirement accounts and be available to answer employee questions. Shall monitor monthly reports and add/delete employees as necessary. Shall review monthly insurance billing statement and forward to Finance for payment.
8. Shall perform all functions related to processing monthly tenant account billings including but not limited to HDS data entry.
9. Shall process student voucher payments and forward to finance department.
10. Shall conduct environmental review of all program and administrative activities.
11. Shall maintain loan spreadsheets and process tax and insurance payments from impound accounts.

12. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
13. Other job related duties as assigned.

**Qualifications:**

1. To have the ability to work under stressful conditions with an even temperament.
2. To have the ability to establish and maintain harmonious working relationships with other employees and the public.
3. To work effectively in a culturally diverse environment.

**Requirements:**

1. Must have a High School Diploma or equivalent.
2. Must have excellent organizational skills and be able to work independently.
3. Must have excellent communication skills.
4. Must have basic office skills, i.e. telephone, typing, word processing, and business mathematics.
5. Must have excellent computer skills with basic working knowledge of Microsoft Office including Microsoft Word, Outlook, and Excel.
6. Must have excellent clerical skills and the ability to maintain in excess of 25 employee personnel records.
7. Must adhere to the Confidentiality Policy.
8. Must travel to worksites in Yreka, and Orleans, and to travel out of area and out of state for training purposes.
9. Must possess a valid CA driver's license and a good driving record. Must be insurable by the Karuk Tribe Housing Authority.
10. Must have the ability to understand and follow oral and/or written instructions.
11. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Indian Preference Policy:** In accordance with the Indian Preference Act 1934, (Title 25, USC, Section 47) and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring. Section 7(b) of the Indian Self-Determination and Education Assistance Act (Title 25 USC, Section 450 e(b) and 24 CFR 1000.50 of the Native American Housing Assistance and Self-Determination Act will also be observed.

**KTHA Committee Approved:** January 5, 2009

**Board Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_