

POSITION DESCRIPTION

Title: Clerical Assistant

Reports To: Bookkeeper

Location: Happy Camp, Housing Authority Office

Salary: \$9.00 to \$12.00, depending on experience

Classification: Full Time, Regular, Non-Exempt

Summary: The Clerical Assistant shall be responsible for the purchasing and distribution of all supplies throughout the organization and general receptionist duties in the Happy Camp Administrative Office of the Housing Authority.

Responsibilities:

1. Shall receive office visitors, answer and route telephone calls.
2. Shall open, record, date stamp, and route all incoming mail.
3. Shall record, apply appropriate postage, and deliver outgoing mail accordingly.
4. Shall prepare, number and sign purchase orders within administrative limits; shall order and purchase office supplies and maintenance supplies used in routine maintenance functions.
5. Shall receive and process requisitions for items to be purchased.
6. Shall procure quotes from vendors and select a vendor according to procurement policy.
7. Shall maintain all records pertaining to the history of each requisition on costs and inventories.
8. Shall establish a localized supply stock and distribute and replenish supplies as necessary throughout all offices and maintenance departments.
9. Shall assist in organizing and managing maintenance warehouse.
10. Shall assist in the development, and maintain an inventory system to track acquisition and disposition of items.
11. Shall ensure that orders are followed up on and expedited when required.
12. Shall inspect items upon arrival to ensure that no damage occurred during shipping and that order is complete and accurate; shall document and follow up on all backorders and credits.

13. Shall undertake specifically assigned projects relating to purchasing and procurement.
14. Shall be available for local and out of the area travel as required for job related training.
15. Other job related duties as assigned.

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 possess a high school diploma or equivalent. Must have combination of knowledge, training, education, and experience equal to a two-year degree in Business Administration. Experience and education in procurement and purchasing preferred.
2. Must have knowledge of standard purchasing policies and procedures. Knowledge of inventory procedures necessary.
3. Must have the ability to read, interpret, and explain policies and procedures for purchasing.
4. Must have skills in communicating in verbal and written form, recording information accurately, and compiling and organizing information.
5. Must have the ability to work well with little supervision in order to prioritize work and meet deadlines.
6. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Indian Preference Policy: In accordance with the Indian Preference Act of 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)) will also be observed.

Approved: August 28, 2008; Revised October 2, 2008

Chairman's Signature: _____

Employee's Signature: _____