

POSITION DESCRIPTION

- Title:** Self Governance Clerical Assistant
- Reports To:** Self-Governance Director/Tribal Court Project Administrator
- Location:** Happy Camp Administration Office
- Salary:** \$9.00 to \$10.00, depending on experience.
- Summary:** The Self Governance Clerical Assistant, under direct supervision, shall assist Self-Governance Director/Tribal Court Project Administrator.

Responsibilities:

1. Shall provide clerical support (ex; typing, word processing, filing, scheduling of appointments) to the Director.
2. Shall assist with the preparation and distribution of correspondence to the Council from the Director.
3. Shall assist in the coordination with tribal departments and management team to identify all funds available for inclusion in Self-Governance Compacts, Annual Funding Agreements, and other contracts.
4. Shall assist in coordination of annual Self-Governance Tribal programmatic funding proposals, MOA's, MOU's, and Cooperative Agreements as they relate to Tribal, Federal, State, and other governmental authorities.
5. Shall assist in preparing cost-benefit analysis with regard to taking shares or retaining them within federal government agencies.
6. Shall work with the Director to track, analyze, and comment on pending legislation as it related to Federal Trust responsibilities and Tribal interests.
7. Shall assist in scheduling of Self-Governance negotiations and/or related meetings with Federal, Tribal, agencies, and other governments.
8. Shall assist in generation of all written reports required by the Self-Governance Department.
9. 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.

10. 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 have a high school diploma or equivalency.
2. Must have experience in typing, filing, word processing, computer usage (IBM), and use of office equipment. Must be a self-starter, well organized, and willing to learn new skills. Must demonstrate good verbal and written communication skills. Must have at least two years experience in clerical work.
3. Must have some knowledge of Federal, State, and Tribal governmental functions, including jurisdictions.
4. Must have the ability to establish and maintain effective working relationships with Tribal Council, staff, other Tribes, and funding agencies.
5. Must have the ability to work independently, manage time well, and make decisions.
6. Must be flexible and assist other staff in completing projects; must be able to work on multiple projects simultaneously and maintain a professional demeanor.
7. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
8. Must adhere to confidentiality policy.
9. Must successfully pass a drug screening test and criminal background check.

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

Council Approved: _____

Chairman's Signature: _____

Employee's Signature: _____