

## **POSITION DESCRIPTION**

**Title:** Native Employment Works (N.E.W.) Work Experience ~ Clerical Trainee

**Reports To:** Human Resources Manager/Executive Secretary/CFO

**Location:** Happy Camp Administration Office (**2 Positions**)

**Salary:** \$9.00 per hour

**Classification:** **Temporary:** Full or Part Time, Non Exempt, Entry Level/Trainee

**Summary:** The Clerical Trainee under direct supervision will be trained to assist in a variety of clerical functions including but not limited to; filing, answering phones, taking messages, making copies, faxing, and delivering mail.

**Responsibilities:**

1. Shall be trained to greet and direct visitors in a friendly and helpful manner.
2. Shall be trained to receive and route telephone calls, take accurate messages and answer questions with an even temperament and good judgment.
3. Shall be trained to log incoming and outgoing mail into a computerized database.
4. Shall be trained to operate the postage meter and apply appropriate postage to outgoing mail.
5. Shall be trained to assist with preparations for Newsletter mailing including folding and stapling if necessary and applying mailing labels.
6. Shall be trained to stock vending machines as necessary.
7. Shall be trained to provide clerical support to various departments (including but not limited to; Human Resources, Finance, Administrative Programs/Compliance) including copying, faxing, shredding, and filing.
8. Shall be trained to assist with preparation of meeting packets for Tribal Council/Health Board Meetings.
9. Shall be willing to participate in various types of job skill training such as computer classes, interviewing skills, resume preparation, etc. if offered.
10. 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.

11. 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 be between 18 – 24 years of age.
2. Must possess the potential to be trained to competently learn and perform all tasks listed in this position description.
3. Must have a willingness to learn new skills and interest in office/clerical work. Previous office experience and computer skills highly preferred. Driver's License preferred.
4. Must adhere to confidentiality policy.
5. Must successfully pass a pre-employment drug 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.

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