



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 12/30/2015

Closing Date: 01/13/2016

Position Title: Clerk

Department: Family & Social Services

Work Schedule: M-F 8:00AM- 5:00PM (Hours May Vary)

Wage Rate: Pay Range 13: \$14.37/ Hr. / Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

TITLE: Family & Social Services Clerk WORKSITE: Tule River Indian Reservation
340 North Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Family & Social Services Clerk is responsible for the daily processing requirement in the assigned functions:

QUALIFICATIONS:

1. Must have a High School Diploma or GED .
 2. Must possess a valid California Class C Driver's License and be insurable through the tribe.
 3. Must clear a background check.
 4. Must pass a pre-employment drug and alcohol screen.
 5. Strong verbal and written communication, organizational, data and clerical skills required.
 6. Knowledge of Microsoft Office Programs, and data entry skills required.
 7. Must have at least 1 year previous employment history.
 8. Bi- cultural experience preferred.
 9. Must have experience in filing &/or high organizational skills.
 10. Must be experienced in working with sensitive information (confidentiality).
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DUTIES & RESPONSIBILITIES:

1. Ensures adherence to policies and procedures.
2. Interacts with departments and employees in a polite and professional manner.
3. Organizes work, files, inputs data, enrolls and assists personnel in various programs, recruitments, conducts inventory, may interact with outside suppliers and vendors as directed.
4. Maintain and update applications, tracking system and personnel record system.
5. Creates letters for applicants and candidates.
6. Must be able to handle multiple tasks simultaneously.
7. May process billings and requisitions as directed.
8. Adheres to regulatory, departmental and company policy in an ethical manner.
9. Knowledge of employment, labor and confidentiality laws.
10. Transport clients with 24 hour notice.
11. All other duties as assigned by the F&SS Director.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Family & Social Services Director
Salary:	Pay Range: 13: \$14.37/HR Paid Bi-Weekly/ Overtime Eligible
Hours:	Monday-Friday 8:00AM- 5:00PM Hours may vary
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K Participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473). OTHER THAN THE ABOVE, TULE RIVER TRIBAL COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER.