



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 8/26/2016

Closing Date: 9/09/2016

Position Title: Part-Time Records Clerk

Department: Records

Work Schedule: Monday- Friday 12:00PM-5:00PM

Wage Rate: Pay Range 15: \$11.30-\$14.47/ HR/ Overtime Eligible

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

- Completed Application
- Proof of High School Diploma or G.E.D.
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

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: Records Clerk / Part-Time

WORKSITE: Tule River Indian Reservation
340 N Reservation Rd
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

This position will support the Records Specialist and Tribal Council in maintaining Tribal Membership files. These files will contain all pertinent information associated with the Membership and those issues going before the Tribal Council; to include but not limited to: Enrollment, land assignment, Indian certifications, housing, Indian health services, etc.

DUTIES & RESPONSIBILITIES:

1. Distribute appropriate forms to visitors upon request, i.e.; enrollment applications, membership update forms, tribal identification forms, etc.
2. Collect and distribute forms received to appropriate personnel.
3. File and maintain membership files in appropriate order.
4. Assist members with information requests associated with their membership file, retrieving and/or reviewing information, making copies.
5. Provide membership verifications as requested.
6. Extract membership files for Council upon request.
7. Assist the Enrollment Committee upon request.
8. Must be able to attend workshops and trainings to enhance office skills and knowledge pertinent to employment.
9. Perform other duties as assigned.

QUALIFICATIONS:

1. Must possess a High School Diploma or G.E.D.
2. Must successfully complete a pre-employment drug/alcohol screen and background check.
3. Must have strong filing and alphabetizing skills.
4. Must have good communications and writing skills
5. Knowledge and use of office machines, including scanning documents for archiving.
6. Must have knowledge of basic computer skills and programs (Microsoft Word, Excel, etc.)
7. Must maintain strict confidentiality to ensure privacy of legal documents.

PHYSICAL REQUIREMENTS

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, but may have to travel. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds.

Position Reports to: Records Specialist

Position Supervises: None

Salary: Pay Range 15: \$11.30-\$14.47/HR
Paid Bi-Weekly/Overtime Eligible

Hours: Part-Time Monday – Friday / hours and days may vary

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN APPLICANTS IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERAN PREFERENCE