



Smith River Rancheria/Lucky 7 Casino Position Description



Title: Office Clerk/Student Intern

Department: (02) Community and Family Services (CFS)

Class: Clerical

FLSA: Non-Exempt

Status: Part-Time

Pay Grade: II (\$8.80 - \$11.99)

Supervisor: Director of CFS

Subordinates: None

Effective Date: February 2009

Position Summary:

The CFS Office Clerk performs a variety of general office procedures to support the daily activities of the CFS Department. Assigned duties may include answering telephones and transferring callers, taking messages, preparing purchase orders, completing payment requests, filing, keeping work environment clean and organized, preparing travel/training requests, and reading and responding to business correspondence.

This position operates under general supervision of the Community and Family Services Director or other senior staff person. The Office Clerk is expected to work as part of a team to further the goals of the Smith River Rancheria Community and Family Services Department.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Answer the telephone and refer calls.
- Receive and distribute office correspondence, including interoffice and postal mail.
- Operate copy machine, printers and other office equipment, following specific instructions.
- Assist in maintaining client and participant files.
- Provide general information to Tribal members and others inquiring about Tribal programs.
- Assist in the documentation of activities in accordance with funding agency requirements.
- Prepare reports for CFS; receive and organize feedback received per these reports.
- Provide administrative support to CFS Social Workers and other CFS staff.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

No supervisory responsibilities.

Minimum Qualifications:

- Attendance at accredited High School, alternative school or accredited college,
- Must submit to and pass a pre-employment drug and alcohol screen.
- Requires computer literacy in a Microsoft office environment.
- Possess strong organizational skills and the ability to set realistic goals, initiate and follow through on simple to moderately complex tasks, manage time, meet multiple deadlines and work effectively under fairly demanding conditions.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze and interpret department procedures and operational guidelines; ability to read and write routine business communications; ability to effectively present information and respond to questions.

Mathematical Skills:

Ability to work with mathematical concepts and apply concepts of fractions, percentages and ratios.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Skill in listening to member requests and requesting additional information if needed. Ability to deal with frequent interruptions.

Certificates, Licenses, Registrations:

- A valid driver’s license will be required at the time of appointment; provide proof of financial responsibility and submit a DMV clearance.
- Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.
- Current criminal background fingerprint clearance.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Work is typically performed in an office environment, with limited interaction at other institutions both public and private. Work also involves a moderate level of interaction with Tribal members, their families and outside professionals.

Employee’s Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____