



Smith River Rancheria Position Description

Title: Facilities Office Clerk
Class: Clerical
Status: Full Time
Supervisor: Facilities & Housing Coordinator
Effective Date: November 10, 2014

Department: (15) Facilities & Housing
FLSA: Non-Exempt
Pay Grade: III/IV (\$10.42 - \$16.91)
Subordinates: None

Position Summary:

The Facilities Office Clerk will coordinate the day to day activities of the Facilities Department. The employee will work closely with staff to ensure that department goals and objectives are met. This position operates under the direct supervision of the Housing and Facilities Coordinator. The Office Clerk will work under moderate supervision in administering services while working independently toward established objectives. The Office Clerk is expected to work as part of a team to further the goals of the Smith River Rancheria Facilities and Housing Department.

All Smith River Rancheria employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Smith River Rancheria drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

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

- Communicate with Tribal members and other community members.
- Process purchase orders and prepare invoices and purchase orders for payment.
- Assist Facilities and Housing staff with preparation of time sheets as needed.
- Manages maintenance work order database. Prepare work orders and maintain supporting documentation.
- Research information on materials and supplies for best quality and price.
- Provide assistance to Tribal members who apply for tribal programs, determine member or family eligibility for applicable programs, and issue payment vouchers as necessary.
- Maintain documentation of activities in accordance with funding agency requirements.
- Set up housing applications into client files and enter information into the client database.
- Update and maintain active/inactive files and enter new information into the database.
- Prepare periodic reports for the Department and implement feedback received per these communications.
- Provide administrative support to Facilities and Housing Director and other staff involved in the provision of housing and maintenance services to Tribal members.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High School diploma or GED required.
- 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 complex tasks, manage time, meet multiple deadlines and work effectively under moderately stressful conditions.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, and interpret technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions, while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts, ability to apply concepts such as fractions, percentages, ratios, and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver’s license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

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 frequent interactions at client’s residence, schools, and other institutions both public and private. Work also involves a high level of interaction with Tribal members, their families and outside professionals; often under stressful conditions.

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____