

## **Tolowa Dee-ni' Nation**

### **Position Description**

**Title:** Housing Office Clerk  
**Class:** Skilled  
**Status:** Full Time  
**Supervisor:** Maintenance Supervisor  
**Effective Date:** December 2010

**Department:** Housing  
**FLSA:** Non-Exempt  
**Pay Grade:** 3 - 4 (\$10.84 - \$17.59)  
**Subordinates:** None

#### **Position Summary:**

This position will assist the Housing Director with the day-to-day activities of the Housing Department. This position will work under moderate supervision in administering services and in using agency or community resources while working independently toward established objectives. The Housing Office Clerk is part of a team working to further the goals of the Tolowa Dee-ni' Nation.

#### **Essential Duties and Responsibilities:**

- Maintain documentation of activities in accordance with funding agency requirements.
- Clerical support as directed by the Housing Director.
- Prepare periodic reports for the Housing Department and implement feedback received per these communications.
- Maintains inventory control.
- Prepare work orders and maintain supporting documentation.
- Prepares scheduling of all maintenance and preventive maintenance tasks working with Housing Director.
- Communicate in a professional manner with all staff and community members to provide the best service for Tolowa Dee-ni' Nation.
- Assist with development and establishment of policies and procedures for Housing Department.
- Temporary or permanent duties and responsibilities may be added to, or modified as necessary.

#### **Minimum Qualifications:**

- High school diploma or equivalent (GED) required.
- Must have 2 or more years of office experience.
- Must demonstrate computer literacy in standard programs and/or ability to learn complicated new software.
- Must 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.

**Preferred Knowledge:**

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

**Language Skills:**

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports, business correspondence and contract correspondence. Employee must be able to effectively present information to staff and the community when requested.

**Mathematical Skills:**

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Employee must have the ability to apply concepts such as fractions, percentages, ratios and proportions.

**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 is needed.

**Certificates, Licenses, Registrations:**

- Must possess and maintain a valid, State-issued driver's license, submit a Department of Motor Vehicle 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 25 pounds and occasionally lift and/or move 40 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:**

The work is typically performed in an office environment and with other institutions both public and private. Employee will work in various buildings during the day to perform office functions. Work also involves interaction with Tribal Members, their families and outside professionals; and could be under stressful conditions.

**Additional Employment Conditions:**

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

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

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

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_