

HR2008:41 JOB ANNOUNCEMENT
POSITION: FAMILY SERVICES CLERK
DEPARTMENT: FAMILY SERVICES
REPORTS TO: VICTIM'S ADVOCACY COORDINATOR
ADVERTISING: TRIBAL WIDE ONLY (PCI TRIBAL MEMEBERS and CURRENT PCI ADMINISTRATIVE EMPLOYEES.)

OPENING DATE FOR APPLICATIONS: TUESDAY, JUNE 24, 2008
CLOSING DATE FOR APPLICATIONS: MONDAY, JUNE 30, 2008

JOB SUMMARY

The Family Services Clerk is responsible for providing clerical support pertaining to the Domestic Violence Program within the Family Services Department. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Family Services Clerk is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs. **Duties and responsibilities include:** providing clerical and administrative support functions including preparing, typing, and proofreading a wide variety of correspondence and reports; serving as office receptionist to greet the public and directing all phone calls, mail, and clients to the proper staff; maintaining a centralized calendar of appointments, meetings, appearances, etc., for department staff; working closely with the Travel Coordinator in the coordination of all travel arrangements for appropriate staff; establishing and maintaining office files and records as requested; coordinating and filing of client brief services materials such as LIHEAP, CSBG, Family Violence, etc., in a timely manner; relaying messages and instructions from the Supervisor to other staff; assisting, without signature authority, with maintaining the appropriate budgets and/or grants including, but not limited to: budget modification, maintaining manual and computerized records and assisting with the preparation of monthly, quarterly, and annual reports to ensure accountability in the administration of the applicable Tribal programs; generating, processing, and logging necessary purchase orders for the applicable program(s); serving as back-up transportation provider for child welfare and adult service clients as needed; serving as back-up to the Receptionist as needed; and performing other duties as assigned by the appropriate person.

THIS POSITION IS TEMPORARY PART - TIME.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent with one (1) year verifiable employment related experience in a confidential business/office setting required.
2. WIA (Workforce Investment Act) participants without a high school diploma or equivalent, with one (1) year verifiable employment related experience in a confidential business/office setting, are eligible for consideration, with the stipulation that if hired, a G.E.D must be obtained within ninety (90) days of official date of hire in this position.
3. Demonstrated efficiency in English, spelling, punctuation, and basic writing skills. Must successfully pass applicable knowledge, skills, and abilities assessment.
4. Must have a working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, WordPerfect, Excel, etc. Must successfully pass the required pre-employment computer skills assessment.
5. Skilled in the operation of standard office machinery including, a calculator, copier, facsimile, and other similar equipment.
6. Attention to detail and organizational skills a must with the ability to carry out comprehensive research work. Must possess a high level of maturity and the ability to maintain confidentiality. Must be able to effectively work and communicate with other staff members and with the general public.
7. Must possess a valid state driver's license.
8. Must meet suitability requirements of Public Law 101-630 and successfully pass the required criminal and character background check.
9. Must travel and participate in training as recommended to meet the goals and objectives of applicable program(s).
10. Able to perform all duties and responsibilities of this position.

PREFERENCE SHALL BE GIVEN TO AMERICAN INDIANS

Any qualified individual may apply. Every applicant must complete an application provided by Human Resources at the Tribal Administrative offices. A resume will not be accepted in the place of an application.

SALARY RANGE: \$9.00 - \$14.00