



POARCH BAND OF CREEK INDIANS

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HR2010:44 JOB ANNOUNCEMENT
POSITION: TERO CLERK
DEPARTMENT: TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) CLERK
REPORTS TO: TERO DIRECTOR
ADVERTISING: TRIBAL WIDE (Open to Tribal Members and Tribal Employees (all entities) only)

OPENING DATE FOR APPLICATIONS: WEDNESDAY, JULY 21, 2010
CLOSING DATE FOR APPLICATIONS: TUESDAY, AUGUST 3, 2010

JOB SUMMARY

The TERO Clerk is responsible for providing clerical support to the TERO Department. The TERO Clerk is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs. This job description is not an all-inclusive list of the duties and responsibilities of this position. Duties and responsibilities include but are not limited to: providing clerical and administrative support functions including preparing, typing, and proofreading a variety of correspondence and reports; serving as primary office receptionist to greet the public, direct 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 Administrative Assistant on all clerical duties; maintaining office files and records; assisting the Administrative Assistant with reports, purchase orders, ordering supplies, vehicle maintenance, and help with special assigned project; serving as back-up to the Tribal Receptionist as needed; and performing other duties as assigned by the appropriate person.

THIS POSITION IS REGULAR FULL-TIME.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent required.
2. Two (2) years verifiable related employment experience in a confidential business/office setting required.
3. Demonstrated proficiency in English, spelling, punctuation, and basic writing skills. Must successfully pass applicable knowledge, skills, and abilities exams.
4. Must have a working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word; 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 and other projects, follow detailed instructions, be able to multi-task, and communicate with other staff members and with the general public.
7. Must possess a valid state driver's license.
8. Must travel and participate in training as recommended to meet the goals and objectives of applicable programs.
9. Able to perform all duties and responsibilities of this position.

PREFERENCE SHALL BE GIVEN TO AMERICAN INDIANS/DFWP.

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 - \$15.00/hr.

Seeking Prosperity and Self Determination