



# Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502  
Tribal Offices: 251.368.9136 ♦ [www.pci-nsn.gov](http://www.pci-nsn.gov)

**Job Announcement:** HR2017:107

**Position Title:** Administrative Clerk

**Advertising:** Publicly

**Department:** Enrollment and Legal Departments

**Division:** Legal

**Immediate Supervisor:** Executive Assistant (Legal Department)

**Department Director:** Attorney General/Chief Legal Officer

**Employment Status:** Non-exempt

**Position Type:** Regular Full-Time

**Mandatory Reporter:** No

**Background Check Required:** Yes (child-sensitive)

**Opening Date:** Thursday, September 14, 2017

**Closing Date:** Thursday, September 28, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

## Overall Objectives of Position

The Administrative Clerk is the first point of contact for the Enrollment and Legal Departments and provides clerical and administrative support to the Enrollment and Legal Departments. This job description is not an all-inclusive list of duties and responsibilities of this position. The Administrative Clerk is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Administrative Clerk is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

## Primary Responsibilities of the Administrative Clerk

- Provides administrative support functions to the Enrollment and Legal Departments.
- Organizes, files, and maintains documents, data, and all other information for the Enrollment and Legal Departments.
- Prepares purchase orders for the Enrollment and Legal Departments.
- Communicates messages from Tribal Members and general public to the appropriate person.
- Ensures that departmental office equipment, including, but not limited to, the copier, is in proper working condition and is maintained.
- Orders, processes, stores, and distributes supplies and maintains an inventory of supplies for the Enrollment and Legal Departments.
- Assists the Enrollment Specialist with scheduling, testing, and rescheduling of DNA test for membership.
- Performs other duties as assigned by the appropriate person.

## Day-to-day Responsibilities

- Greets the public, Tribal employees, and Tribal Members.
- Answers telephone calls and provides callers with the appropriate information and/or directs callers to the appropriate department.
- Prepares, coordinates, and maintains records for incoming and outgoing mail and ensures that all incoming mail is delivered to the appropriate person.
- Generates, types, and proofreads a wide variety of documents, reports, and correspondence on behalf of the Enrollment and Legal Departments.
- Works collaboratively in a team environment to support the functions of the Enrollment and Legal Departments.

## Education/License/Certification and Experience Requirements

- High school diploma or equivalent required.
- At least one (1) year of college preferred.
- At least one (1) year of working in a confidential work setting required.

## Skills Required

- Absolute confidentiality.
- Demonstrated proficiency in English, spelling, punctuation, and writing composition. Must successfully pass applicable knowledge, skills, and abilities exams.
- Must have outstanding computer skills with the ability to work in a Windows environment with various software programs such as Word, Excel, etc. Must successfully pass pre-employment computer skills exam.
- Organized with unfailing attention to detail.
- Excellent interpersonal and communication (verbal and written) skills.
- Skilled in operation of standard office machinery.

## Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Ability to work in a cross-cultural environment.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in training as recommended to meet the goals and objectives of applicable programs.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**