



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

Job Announcement: HR2017:106

Position Title: Mailroom Clerk/Courier

Advertising: Tribal-Wide

Department: Tribal Council Office

Division: Tribal Chair's Office

Immediate Supervisor: Executive Assistant

Department Director: Tribal Council Office Director

Employment Status: Non-exempt

Position Type: Regular Full-Time

Mandatory Reporter: No

Background Check Required: Yes (data-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 Mailroom Clerk ensures that all incoming and outgoing mail/packages are distributed accordingly and maintains the mailroom. This job description is not an all-inclusive list of duties and responsibilities of this position. The Mailroom Clerk is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Mailroom 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 Mailroom Clerk

- Acquires and maintains inventory of the mailroom.
- Monitors the mail meter and equipment and monitors available postage.
- Logs in packages from FedEx and UPS.
- Receives and distributes incoming calls and mail.
- Trains the WIOA participants on how to use the PCI phone system.
- Performs other duties as assigned by the appropriate person.

Day-to-day Responsibilities

- Receives, greets, and screens visitors; covers the front desk as needed.
- Distributes mail and/or boxes.
- Operates basic office machinery as required.
- Maintains supply orders.
- Assists in typing on an as needed basis.

Education/License/Certification and Experience Requirements

- High School Diploma or equivalent required.
- One (1) year employment experience in a clerical setting required.

Skills Required

- 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 pre-employment computer skills exam.
- Demonstrated proficiency in English, spelling, punctuation, and basic writing skills.
- Skilled in the operation of standard office machinery including a calculator, copier, facsimile, and other similar equipment.
- Must be in good physical condition with ability to sit, stand, walk, kneel, crouch, stoop, squat, etc.
- Must possess a high level of maturity and the ability to maintain confidentiality.
- Must have excellent interpersonal skills; demonstrated ability to communicate effectively to a diverse audience, both verbally and in writing.
- Ability to effectively work and communicate with other staff members and with the general public.

Additional Requirements

- Must successfully pass the required criminal and character background check.
- Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines.
- 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.**