

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 2102
Fax: 1(530)335-6340

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position Description

Title: Office Clerk
Department: Education Department
Reports To: Tribal Administrator
Classification: Full Time
Pay: \$18.00 - \$20.00 Hourly

Job Summary:

The Pit River Tribal Education Office clerk acts as an advocate and communicates the needs of the Pit River students of the tribe. This position also works to facilitate appropriate educational programs. Identifies and utilizes community resources in order to maximize support and assistance provided to students. Works closely with the Education Committee by preparing education support requests and assists the students in navigating all available resources, ensuring completeness and timeliness. Oversees the tracking, monitoring and processing of all education requests.

Essential Duties and Responsibilities:

- Answer phones, checks email regularly, and responds in a timely manner.
- Utilize a filing system to keep all applications organized.
- Facilitate, advocate and communicate the needs of students by utilizing all resources available in to assist students with financial support, guidance and advancement.
- Stays current on issues pertaining to the educational needs of Pit River students and seek additional resources that may be available.
- Assists with preparation of applications, programs evaluations and reports.
- Works closely with the Education Committee in preparation of meetings, keeps minutes and communicates regularly with the committee.
- Attends committee meetings and other meetings as required.
- Performs other related duties as assigned.

Licenses:

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier

Education and Experience:

High School Diploma or equivalent.

Must have good computer skills; experience using Word, Outlook, Excel, etc.

- Great customer service and communication skills.
- Ability to identify and navigate community resources.
- Ability to travel between offices, and community resource locations.
- Must possess a California driver's license, and hold insurance.
- Adhere to all PRT policy including confidentiality.
- Must successfully pass a pre-employment drug and alcohol screening.

Working Conditions:

Work is performed in a small office with limited storage, filing and work space. Frequent interruptions may occur from staff and community members.

Working Environment:

The environment involves the usual risks and stress of an office environment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other related duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

Contact:

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<http://pitrivertribe.org/>