

Ruby Tribal Council
P.O. Box 210
Ruby, Alaska 99768
Phone: (907)468-4479
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JOB DESCRIPTION/ANNOUNCEMENT

Job Title: Tribal Clerk
Location: Ruby, Alaska
Department: Administrative
Supervisor: Tribal Administrator
Salary: DOE
Status: Full-time
Deadline: Until Filled

JOB SUMMARY: Job incumbent performs clerical and administrative duties in support of Village Council operations. Files, answers telephone, performs general office work, and type's routine correspondence. Implementing TCC/RTC MOA contract requirements including Indian Health Services Tribal Shares program, and tribal enrollment, Self-governance, some ICWA responsibilities. Is responsible for the recording and taking of minutes at regular and special council meetings. Job benefits include a retirement benefits plan.

ESSENTIAL FUNCTIONS: Under the direct supervision of the Tribal Administrator, job incumbent:

1. Files correspondence, reports, meeting minutes, resolutions, etc.
2. Answers and directs public and telephone inquiries. Takes messages and delivers as appropriate.
3. Check Post Office mail and internet and distribute to appropriate departments.
4. Handle client and contract sensitive material with confidentiality.
5. Receive accounts payable and follow through with check requests from appropriate accounts within the tribe and TCC.
6. Order and maintain supplies.
7. Must have computer skills.
8. Types routine correspondence, create meeting packets, and type's meeting minutes.
9. Research for administrative decision making.



10. Interpret and follow federal Notices of Available Funding Opportunities announcements.
11. Write and create resolutions.
12. Create budgets and contracts.
13. Photocopies assignments.
14. Assists tribal members and Tribal Administrator as requested.
15. Check requests for clients, type's correspondence and create budget for RTC I.H.S. Funds.
16. Create travel authorizations (RTC or TCC), fill out per diem form and check requests when needed.
17. Accept Enrollment applications, create resolution for acceptance/denial, follow through with TCC and update tribal enrollment list.
18. Create all Election material.
19. Ability to do multi-tasking and work extra hours as needed.
20. Performs other job duties as assigned.
21. Must read and learn Roles and Responsibilities.
22. Ability to follow and interpret federal Procurement Policy, OMB Circular A87 and Circular 122.
23. Ability to interpret Tribal Personnel Policy, Tribal Policies and Procedures.

QUALIFICATIONS:

1. High School Diploma or GED equivalent.
2. Basic office skills and organizational skills.
3. Ability to operate standard office equipment and computers.
4. Good verbal and interpersonal communication skills.
5. Ability to learn and grow in job skills.

PHYSICAL DEMANDS: Work is mostly sedentary with extended periods sitting at desk and computer. Position requires some standing, walking and carrying of parcels etc.

SUMMATION: This position has high public contact which makes good interpersonal skills important. Office Professionalism is a must. Job incumbent must be able to work independently with minimal supervision. Job incumbent should be self-directed, self-motivated, and possess initiative to get things done. Must be visionary to the long-term success and goals of the Tribe.