



PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS

JOB POSTING CLOSING DATE: September 20, 2024

Job Title:	Office Clerk
Reports to:	Executive Administrative Assistant to the Administration
Salary Range:	\$20.00 - \$22.00 per hour
Benefits:	Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays
Classification:	Hourly, Non-Exempt
Status:	Full-Time, Regular w/ Benefits
Location:	Oakhurst, CA

JOB SUMMARY

We are seeking a reliable and detail-oriented Office Clerk to join our team. The Office Clerk will be responsible for receiving and delivering mail, managing check runs, providing reception coverage, and maintaining mail room inventory. This role is crucial to ensuring the smooth operation of our office's daily activities and efficient handling of correspondence and documents.

Essential Duties

- Receive, sort, and distribute incoming mail and packages.
- Prepare outgoing mail for delivery, including sorting, stamping, and packaging.
- Coordinate with postal services and delivery companies as needed.
- Verify and process check runs for signatures on and off site.
- Ensure checks are properly documented and distributed to appropriate recipients.
- Provide coverage at the reception desk when needed, including greeting visitors, answering phones, and handling inquiries.
- Assist with general office duties as required during reception coverage.
- Maintain inventory of mail room supplies, including postage, envelopes, and other materials.
- Monitor and reorder supplies as needed to ensure adequate stock levels.
- Assist with filing, data entry, and other clerical tasks as needed.
- Support the Office Manager with special projects and tasks as assigned.
- Perform other related duties as required.

Qualifications

Education

Minimum education required:

- High School diploma or equivalent.

Experience

Minimum experience required:

- Previous experience in a mail room or administrative support role preferred.
- Strong organizational skills and attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to handle confidential information with discretion.
- Proficiency in basic office software and equipment (e.g., printers, fax machines).
- Ability to lift and carry packages of up to [specified weight, e.g., 25 pounds].
- Knowledge of MS Office and ability to work with legal technology (court-filing computer systems, transcription software, etc.).
- Requires excellent organizational, problem solving and critical thinking skills.
- Must have valid driver's license with no restrictions.
- Must be able to pass a pre-employment drug test and extensive background check.



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Required Knowledge, Skills, and Abilities

- Familiarity with the Tribe's Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate and maintain confidentiality

Application Process:

Submit the following:

- Completed Application
- Cover letter **and** Resume
- Documentation of completion of Education
- If claiming Tribal or Native Preference, documentation is required
- All requested information must be submitted to the Human Resources office by **4:00PM on the closing date**. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI Tribal Preference:

In accordance with applicable Tribal Law and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

Indian Preference Statement:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature

Date

HR Representative Signature

Date