

Kickapoo Tribe in Kansas Position Description
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Title: General Office Clerk

Position: Part-Time/Non-Exempt

Supervised by: Per Capita Recorder/Enrollment Director

Position description:

Individual shall assist the Per Capita Recorder/Enrollment Director with maintenance of the Enrollment Department records, data entry, and filing.

Essential Job Functions:

- Answer telephones.
- Handle incoming and outgoing mail.
- Operate office equipment.
- Maintain office supplies.
- Maintain an effective working relationship with fellow tribal employees, enrolled members and the general public.
- Proficient in Microsoft Word, Works, Excel and Access.
- Must back up all computer daily.
- Shall have good communication skills and be willing to work with people.
- Shall maintain confidentiality of all information and records maintained by the Per Capita/Enrollment office.

Minimum Qualifications:

- High School Diploma or G.E.D.
- Must have a working knowledge of the following computer software programs: Microsoft Access, Microsoft Word, Microsoft Works, and Microsoft Excel.
- Possess a valid driver's license and be insurable through tribal insurance policy.

Privacy Act:

The General Office Clerk must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i)(1).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

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Approved by LR Date: 02/24/2022