

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be Filled: File Clerk

Department: Education

Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED) plus six months related experience;
- Valid California Driver License – **REQUIRED**;
- Must be insurable by company's carrier and maintain throughout employment – **REQUIRED**;
- Valid First Aid and CPR certification- **REQUIRED**;
- Reads incoming material, verifies accuracy and sorts and codes according to file system;
- Stores material in paper form or enters information into computerized storage system;
- Responsible for input of information and development of monthly newsletters to be circulated throughout community;
- Searches for information contained in files, inserts additional data on file records, completes reports and keeps files current;
- Operates various office and classroom equipment;
- Portray a positive image and stress the importance of positive self-image and education;
- Makes necessary reports i.e. incidents, emergencies, follow-ups, etc.;
- Implements changes to the filing system when directed to do so;
- Be a part of planning, organizing, setting-up and following through for major upcoming holiday events;
- Assist in maintaining required employee documents by following up, scheduling and setting deadlines to make sure paperwork is updated before expiration date;
- Assist Director and Assistant Director with related office duties as needed;
- Keeps all students files updated and paperwork filed in a timely manner;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Education Department.

Reports To: Assistant Director

Starting Rate of Pay: \$13.00 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: August 4, 2020

Deadline: Open Until Filled

Department Director _____ Date

Human Resources Director _____ Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.