



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
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OPEN: 8/27/18
CLOSE: 9/17/18

EXEMPT___
NON-EXEMPT_X_

JOB DESCRIPTION

POSITION: **LEARNING CENTER PROGRAM CLERK (TEMPORARY)**

RESPONSIBLE TO: After School Coordinator

SALARY: \$10.56 per hour/No Benefits/NTE950 hours per calendar year

CLASSIFICATION: Non-Management, Temporary, Part-Time

LOCATION: Learning Center
Education & Employment Department
119 Yahooskin St.
Chiloquin, OR 97624

INTRODUCTION

The Primary purpose of this position is to provide program support to students in Kindergarten through twelfth grade using the maqlaqs s?ayooga Learning Center curriculum and to provide clerical activities in support of the Center. The employee will promote educational achievement and cultural awareness for eligible American Indian students. The employee must be willing to drive in inclement weather for After School Program functions. The work includes various responsibilities, requiring someone who can work independently with minimal supervision to ensure timely, accurate and efficient workflow in accordance with office policies and standards. The work often involves highly confidential matters.

MAJOR DUTIES AND RESPONSIBILITIES

1. Effectively communicate Center Tutor Program and Education and Employment Department information to the public.
2. Assist with client applications needed by the Education Department.
3. Maintain and organize the Learning Center library.
4. Maintain and secure needed office supplies, publications and services. May be required on occasion to purchase or deliver supplies.
5. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel. Other duties would include filing, photocopying, typing memos and letters from rough draft, reports and other documents as assigned.
6. Establish and maintain an effective filing and record keeping system.
7. Attend meetings with parents/guardians, assist program staff and take minutes as directed.
8. May be required to attend student events on occasion and after school functions. Events may be held on the-weekend or in the evening.
9. In accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005-003, all Tribal staff are considered a Mandatory Reporter.
10. In addition to the Tribal Juvenile Ordinance and General Council Resolution, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse.
11. Other duties as assigned.

SUPERVISORY CONTROLS

Work is performed under the instructional supervision of the Native Youth Program Supervisor. Work is normally assigned in terms of objectives to be achieved, according to standard procedures utilized by the maqlaqs s?ayooga Center. Detailed instructions will be provided on assignments. Recurring assignments are carried out independently by the employee. New or unusual situations are to be discussed with supervisor.

Overall program supervision is provided by the Education & Employment Director.

KNOWLEDGE, SKILLS, ABILITIES

Ability to communicate well with individuals and groups in both written and oral form. Must be able to present instructions to children, ages five and older, in a group setting or individual basis.

Experience working with Native Youth.

Ability to accomplish tasks in accordance with established policies, procedures, practices and priorities of the Education and Employment Department and The Klamath Tribes.

Ability to maintain **strict confidentiality** of client information.

Ability to operate general office equipment; telephone, copy machine, FAX, computer, etc. to accomplish assignments in a proficient manner.

Knowledge of basic clerical duties.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Knowledge of grammar, spelling, capitalization and punctuation in order to identify and correct obvious errors.

Ability to communicate orally and in writing to diverse groups, including students, parents, teachers, administrators.

Must be able to maintain strict confidentiality of records and information pertinent to the nature of the work.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- High School Diploma or Equivalent, **REQUIRED.** (*Diploma, GED or transcripts must be submitted with application.*)
- Minimum one academic year positive experience working in a classroom situation with Native American students, preferred.
- Experience with office equipment such as typewriter, computer/word processor, photocopy machine, preferred.
- Must submit to and clear an alcohol/drug screen test, **REQUIRED.** (*Employment will be*

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contingent upon clearing the required alcohol/drug screening test.)

- Must possess and maintain a valid Oregon Driver's License, have a good driving record, and be insurable by the Klamath Tribes, **REQUIRED**. *(Copy of valid ODL must be submitted with application.)*
- Must submit to and clear a criminal records background check, **REQUIRED**. *(Employment will be contingent upon clearing the required criminal records background check.)*
- Must submit to and clear a criminal records background investigation in accordance with the Indian Child Protection and Family Violence Prevention Act, **REQUIRED**. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. *(Employment will be contingent upon clearing the required criminal records background check.)*
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters. In addition, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse, **REQUIRED**.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference.)*

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Revised: 08/2018

APPLICATION PROCEDURES

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Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.