



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

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OPEN: 01/28/19  
CLOSE: 02/11/19

EXEMPT \_\_\_  
NON-EXEMPT X

### POSITION DESCRIPTION

**POSITION:** PROGRAM CLERK

**RESPONSIBLE TO:** Tribal Commodity Program Manager

**SALARY:** GS-3 \$21,946 - \$28,533 Annual/Full Benefits  
GS-4 \$24,851 - \$32,025 Annual/Full Benefits  
GS-5 Annual/Full Benefits (only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

This position is grant-funded and continuation of this position is dependent upon the ability to secure additional funding.

**CLASSIFICATION:** Non-Management, Full-Time, Regular

**LOCATION:** The Klamath Tribes Commodity Warehouse  
1625 Martin Street  
Klamath Falls, Oregon 97601

### INTRODUCTION

This is a program support staff position. The primary purpose of this position is to provide administrative support to the Community Services Department Commodities Program, the

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Commodity Program Manager, Community Services Department Director, and other program staff. The work includes various responsibilities involving different processes and methods, requiring a wide range of clerical skills. This position requires 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, and the pressure of deadlines.

Employee must be able to perform multiple tasks calmly and effectively under pressure due to the nature of the work.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Perform receptionist duties for the Commodities Program. This includes, but is not limited to, typing and reproducing of correspondence; greeting visitors and clients cordially and professionally, answering phones, scheduling appointments, taking orders in person and by telephone or other approved methods; answering routing and procedural inquires, referring specific programmatic questions to appropriate staff.
2. Perform secretarial functions for the Commodity Program. Make necessary arrangements for conferences or meetings.
3. Input inventory in computer.
4. Purchase and maintain needed office and warehouse forms, supplies, and services.
5. Responsible for establishment and maintenance of all office filing and data systems, including computerized and paper systems. Examples of such records are cuff accounts, purchase order requests, voucher/requisition forms, invoices, statements, receipts, client program files, action/follow-up files, etc.
6. Prepare vouchers, and make requests for purchase orders to pay all monthly bills or invoices using an on-going accounting spreadsheet or workbook.
7. Oversee and maintain all Commodities Program client and financial/fund files.
8. Maintain AIS updates for client program data on a regular basis.
9. Primarily staff responsible for certifying households in order to receive food from the Commodities Program. Perform in office and home based client intakes, ensuring client documentation is complete, accurate, and meets the requirements for USDA certification and The Klamath Tribes Commodity Program guidelines.
10. Purchase nutrition education products to be disseminated at fairs, events, and to clients

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who access food through the Commodities Program.

11. Collect, record, and route incoming and outgoing mail to/from the Commodities Program. Locate and attach appropriate file, vendor, applicant or client, to correspondence for review by appropriate department/program staff.
12. Other duties as assigned.

### **SUPERVISORY CONTROL**

Work is performed under the general direction of the Community Services Commodity Program Manager. The Commodity Program Manager assigns tasks involving familiar concepts in terms of objectives to be achieved. The employee plans and carries out the successive steps of the work assignments and independently handles deviations in the work assignment in accordance with instructions, policies, previous training, and/or accepted practices in accordance with various established office procedures. New assignments are provided in detail, as well as changes in current procedures. Major or new issues are referred first to the Supervisor who is available for advice and assistance in unusual or unprecedented situations. After initial training, work is performed independently.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Good typing skills and the ability to proofread words and numbers accurately. Emphasis will be on accuracy and attention to detail.

Above average computer knowledge in word processing, automated office systems, and, simple spreadsheets.

Ability to establish and maintain an effective filing and records management system.

Ability to communicate orally and in writing. Ability to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, as well as for obtaining information or conveying messages.

Ability to learn and understand the application of processes for the program, as well as eligibility criteria.

Ability to learn and understand the different funding agencies and fund accounts for the program.

Ability to work independently with little supervision.

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Ability to maintain organization within the Commodity Program office and warehouse by utilizing different methods to complete projects and duties in an organized, systematic, and timely manner.

Good customer service, public relations, and interpersonal relationship skills. Emphasis will be placed on customer service experience and qualities. Ability to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

Ability to perform work and accomplish tasks following specific procedures and in accordance with established policies, procedures, practices, and priorities of the office. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, making decisions based on experience.

Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.

### **QUALIFICATIONS, EXPERIENCE, AND EDUCATION**

- High School Diploma or Equivalent, **REQUIRED**. (*Diploma, GED or transcripts must be submitted with application.*)
- Minimum one (1) year work experience in general office/secretarial field, or relevant combination of experience and training may be substituted, **REQUIRED**.
- Experience with standard office equipment such as a photocopier, typewriter, 10-key, and multi-line telephone. **REQUIRED**.
- Basic knowledge of bookkeeping skills, preferred.
- Ability to type a minimum of 30+ wpm with 90% accuracy **REQUIRED**. Certification of typing/keyboarding ability is, **REQUIRED**. (*Certification of typing speed not more than one year old must be submitted with application.*)
- Computer experience, **REQUIRED**. Emphasis will be in the use of Microsoft Word, Excel, Access, Quicken, and work in a networked environment.
- Must submit to and clear an alcohol/drug screening test and submit to random testing as per policy, **REQUIRED**. (*Employment will be 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.*)

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- Must submit to and clear a background and character investigation, as per Tribal policy. 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 reports, **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.

### **APPLICATION PROCEDURES**

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.

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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.

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