



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Clerk I – Part Time Intake Clerk

Department: Housing

Employment Status: Regular

Class: Part-Time (20-25 hours)

Location: Bartlesville, OK

Immediate Supervisor: Housing Specialist

GENERAL DESCRIPTION:

Responsible for assisting the Housing Specialist with the daily administration of the US Treasury Emergency Rental Assistance program and other Covid related grant application processes. Answer inquiries and provide information for Delaware Tribal members, and other interested members of federal recognized tribes, inquiring about the emergency assistance services provided. Provide information regarding the application process. It is extremely important that the Clerk be courteous, pleasant and cooperative with our visitors in the office or when speaking to the public via phone.

QUALIFICATIONS:

Experience working in a secretarial position

High school Diploma or GED

DUTIES AND RESPONSIBILITIES:

Operate telephone to answer, screen and provide information about the application process and schedule appointments when necessary.

Receive applications, verify information, record and scan documents, receipts, maintain a call log.

File and maintain records.

Transmit information or documents using computer, mail, scanner, or facsimile machine

Knowledge of processes for providing customer and personal services.

Knowledge of basic computer skills, excel spreadsheets would be helpful, managing files and records, and other basic office skills.

Must be able to handle confidential and sensitive material and information with discretion.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.