



LOWER ELWHA KLALLAM TRIBE
Job Description
ADMINISTRATIVE SUPPORT TRAINEE

OVERVIEW: The Clerical Support Trainee position provides a participant an opportunity to engage in productive work that increases knowledge and skills essential to the full and adequate performance of the job. It is designed to provide the individual with job tasks to develop the knowledge, skills and abilities to perform in a regular Clerical Support position.

WORK LOCATION: Tribal Center on the Lower Elwha Reservation
SUPERVISED BY: Planning & Development Department – Senior Planner
POSITION STATUS: 1000 Hrs (approx. 6 months) must be WWIETP Eligible (OJT)
SALARY LEVEL: \$10.76 per hour
WORK SCHEDULE: 8 hours per day

ESSENTIAL FUNCTIONS OF THE JOB:

- File planning & development documents, publications, and other pertinent material in accordance with prescribed records management protocol.
- Copy miscellaneous office documents as necessary.
- Work cooperatively with all planning staff; planning & development, community development and economic development.
- Operate standard office equipment such as a computer, telephones, fax machine, postage and/or copier.
- Duplicate and distribute material as needed.
- Learn on the job to work with excel spreadsheet, word documents and other computer program.
- Learn on the job to collect and manage demographical data.
- Learn on the job organization and work ethics of the workplace.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Ability to follow instructions and adhere to prescribed routines and practices within department.
- Ability to comply with department and Tribal Personnel Policies & Procedures.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to maintain confidentiality.

MINIMUM QUALIFICATIONS:

- Meet WWIETP income guidelines.
- A desire to learn.
- Basic filing skills using alphabetical and/or numeric system.
- Basic computer skills.
- Ability to work as a team member with other office personnel.
- Ability to read, understand and follow oral and written instruction.
- Must be able to comply with the Lower Elwha Klallam Tribe Drug Free Workplace policy.
- GED or High School Diploma.

As with all positions of the Lower Elwha Klallam Tribe, this position is Indian Preference in hiring in accordance with P.L. 93-638.

Opening: January 30, 2012
Closing: February 10, 2012
Contact: Sandra Johnson, Employment Service Director, 360.452.8471 Ext. 103