JOB DESCRIPTION
CLERICAL ASSISTANT (FISHERIES)

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Clerical Assistant - Fisheries</th>
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<tbody>
<tr>
<td>Job Grade:</td>
<td>5/6</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<td>Location:</td>
<td>Arcata</td>
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<td>Department:</td>
<td>Fisheries</td>
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<td>Division:</td>
<td>Natural Resources</td>
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<tr>
<td>Reports To:</td>
<td>Budget Analyst</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE


POSITION SUMMARY:

Under direct supervision of the Fisheries - Budget Analyst the incumbent performs administrative and general clerical duties as support for the Fisheries - Design and Construction Program. The incumbent must work independently and is responsible for processing purchase orders, payroll, travel, reimbursements, track budgets, interacting with the Yurok Tribe’s Fiscal Office on a regular basis, filing, and other administrative functions.

DUTIES AND RESPONSIBILITIES:

1. Processes staff timecards and vehicle mileage forms
2. Maintains files of forms, reports and other materials and retrieves them upon request
3. Monitors project budgets using the Tribe’s accounting software/database
4. Monitors account balances and updates Fisheries Program Manager on a regular basis
5. Prepares reimbursement forms for Program Manager and Fiscal Department approval
6. Compares Fisheries Program’s books with Fiscal Department records and resolves any differences
7. Monitors insurance coverage for employees, vehicles, and boats
8. Maintains files of forms, reports and other materials and retrieves them upon request
9. Performs administrative duties such as scheduling annual performance evaluations, filing, and drafting correspondence
10. May assist with coordination of Natural Resource Committee and Fisher meetings/activities
11. Performs other duties as required to meet the needs of the organization

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

- Clerical experience that includes meeting the public, filing, providing information as required to the general public or knowing the resource, answering the telephones providing information to callers or routing calls appropriately.
- Ability to type 40 words per minute.
- Thorough knowledge of English grammar, spelling and punctuation, thorough knowledge of office method, procedures and practices.
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CLERICAL ASSISTANT (FISHERIES)

- Skill of paying attention to detail
- Experience with office equipment, operating copy machines, making and collating copies of correspondence or other printed matter. Fax machines and other common office equipment.
- Familiar with computer software preferably Microsoft Word and Excel.
- Current driver’s license, insurance and good driving record.
- Must understand the meaning and responsibility of withholding confidential information and communicate tactfully with the general public, Council members and other staff.
- Familiar with data input and spreadsheets.
- Familiar with electronic filing systems such as DocStar.

EDUCATION/EXPERIENCE:

G5 Two years above high school and one year of specialized experience.
G6 Three years above high school and one year of specialized experience.

Equivalent combinations of education and experience are qualifying for this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening. (May be subject to a comprehensive background check.)
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
4. When necessary, must be able to lift 25 to 50 pounds.
5. Must have a valid state issued driver’s license (CA or OR) and be insurable under the Tribe’s insurance policy.
6. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With the ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
7. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With the ability to deal with problems involving several concrete variables in standardized situations.
8. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee may be required to have the ability to lift 25 to 50 pounds, stamina and sufficient physical ability and dexterity to accomplish fieldwork that includes strenuous exertion, inclement weather and long hours in the field. However, there may be exceptions for certain positions.
a. **Additional Requirements:** Certain tasks will require successful completion of a physical stamina test.

9. **VISION REQUIREMENTS:**
   - Close vision (clear vision at 20 inches or less)
   - Color vision (ability to identify and distinguish colors)
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

I, ________________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_______________________________    ___________________ _________
Employee Signature    Date    Employee #

_______________________________    __________________
Supervisor Signature      Date