

Cherokee Nation Election Commission

Clerk I Job Description

SUMMARY

Writes, types, or enters information into computer. Prepares correspondence, receipts, checks or other documents. Copies information from one record to another. Performs routine clerical and typing tasks involved in processing varied office materials such as emails, forms, letters, and envelopes. Verifies information for accuracy and completeness against existing records. Transfers information to records or ledgers. Greets callers and assists with general inquiries or complaints. Answers telephone and takes messages.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Writes, types, or enters information into the computer. Prepares correspondence, bills, receipts, checks, or other documents. Copies information from one record to another.

Performs routine clerical and typing tasks involved in processing varied office materials such as emails, forms, letters, and envelopes.

May be required to verify applications for eligibility of registration or candidacy. May issue proper documents to register voters.

Files and retrieves applications and records in accordance with established procedures and filing systems. Research missing applications or records in accordance with established procedures.

Tabulates data as required. Assembles records and files as necessary.

Opens, sorts and routes incoming mail; prepares outgoing mail.

Greets callers and assists them with general inquiries or complaints. Answers telephone and takes messages.

Operates all the necessary office equipment

Assists other clerical staff.

May attend Cherokee Nation community meetings.

Others duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATIONAL REQUIREMENT

High school diploma or general education degree (GED)

EXPERIENCE REQUIREMENT

An additional one (1) year experience in a related field

LANGUAGE SKILLS

Ability to read, comprehend instructions, and write correspondence. Ability to effectively present information in one-on-one and small group situations to citizens, vendors, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to apply high school level mathematical skills.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of accounting software, database software, internet software, inventory software, order processing systems, payroll systems, spreadsheet software, and word processing software.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one or two step instructions. Ability to deal with standardized situations with only occasional or no variables.

CERTIFICATES, LICENSES, REGISTRATIONS

A driver's license is required. An applicant/employee must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

SKILLS AND ABILITIES

Must have the ability to operate standard office machines and computers.

Must have good working knowledge of the basic principles of filing.

Must have the ability to deal professionally and pleasantly with the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and /or move 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT

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 functions. The noise level in the work environment is usually moderate.