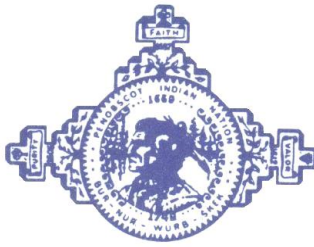


PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applicants for the following position:

OPENING DATE: 4/10/2024

CLOSING DATE: Until Filled

On-Call Clerical Worker

JOB STATUS:

On-Call Clerical Worker
Career Field: Program Staff
Pay Range: \$15.00
Category: A
Status/Term: On-Call/Fill-in

LOCATION:

Penobscot Nation
Department: Tribal Administration
Classification: On-Call/Fill-in
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED:

High School Diploma or GED required. Must be able to communicate with the public in a professional manner. Computer literacy especially with Microsoft Office required. Enthusiasm, self-direction, and strong interpersonal and organizational skills required. 3-12 months experience preferred. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

NOTE ABOUT ON-CALL/FILL-INS: These positions are utilized on an as-needed basis only, per the Personnel Policies and Procedures. On-call/fill-in workers do not maintain regular, continuous or guaranteed work. All on-call/fill-in workers will only maintain availability for work at a maximum of 6 months, or 1000 hours, whichever is first.

Per policies and procedures, candidate must successfully go through the pre-employment drug screen and background check before beginning work for the Penobscot Nation.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary’s Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: On-Call Clerical Worker

Department: Tribal Administration

Reports To: Director of Department

Rate of Pay/Category: \$15.00 / Program Staff A

Status/Term: On-Call/Fill-in

JOB SUMMARY:

Responsible for the clerical support and office administration of the Department.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Answers and directs incoming calls to appropriate departments and employees.
- Distributes and processes all incoming and outgoing mail.
- Schedules pick up for FedEx and UPS.
- Orders supplies for departments and submits purchase orders for payment.
- Maintains paper and office supplies.
- Scans in departmental paperwork in system.
- Calls for repair service and supplies for photocopier machine.
- Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
- Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
- Performs other related tasks, as requested.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

High School Diploma or GED required. Must be able to communicate with the public in a professional manner. Computer literacy especially with Microsoft Office required. Enthusiasm, self-direction and strong interpersonal and organizational skills required. 3-12 months experience preferred. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)
Valid State of Maine driver's license with clean driving record.

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Must be able to exert moderate physical effort with occasionally walking, standing, reaching, stooping, bending, kneeling, crouching, frequent typing, and lift and carry material weighing up to 25 pounds.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request.