




CENTRAL COUNCIL  
tlingit and haida indian TRIBES of alaska  
ANDREW P. HOPE BUILDING  
320 West Willoughby Avenue • Suite 300  
Juneau, Alaska 99801-1726

---

**JOB DESCRIPTION**  
*Administrative Clerk I*

**INFORMATION**

Job Class: Administrative Clerk  
Department: CCTHITA  
Location of Work: All areas  
Salary Grade(s): 4  
Hours of Work: Varies  
Employment Category: Varies

PD Number: 090100  
Type of Position: Non-Exempt  
Covered Position: No  
Prepared by: Jeanna Wittwer  
Approved by:   
Effective Date: 3/5/2010

**PURPOSE**

Under close supervision, Administrative clerks I provide basic clerical support to a program through the performance of such tasks as routine typing, filing, sorting mail, copying, and serving as receptionist. This is the first and basic level in the Administrative Clerk series.

**REPORTING RELATIONSHIPS**

Reports To: Varies by Department  
Supervises: N/A  
Liaison To: N/A

**ESSENTIAL FUNCTIONS**

- Receptionist duties such as answering phones, greeting the public, transfer/refer public to CCTHITA programs.
- Pick up, receive, open, date stamp, and deliver mail and/or other materials.
- Update files, and maintain a variety of records such as addresses, telephone numbers, vacation schedules, attendance and timesheets, numerical logs, ledgers, and client files.
- Photocopy documents, collate, assemble, and distribute materials.
- Type cards, envelopes, labels, folders, and simple memorandums according to specific instructions.
- Receive documents, forms, applications, etc, and review for completeness or correctness according to specific instructions; perform coding of documents.
- Perform data entry tasks for which there is a limited variation of formats and procedures and with specific instructions for coding and entering data; check and correct entry for input errors.
- Other related duties as assigned.

**DECISION MAKING AUTHORITY**

Spending Authority: N/A  
Other Authority: N/A

## NECESSARY SKILLS AND KNOWLEDGE

- Working knowledge of correct English grammar, spelling, and punctuation.
- Knowledge of basic filing and basic record keeping systems.
- Ability to recognize differences among data, facts, objects, or material.
- Ability to compare data from two or more sources for accuracy and completeness.
- Ability to alphabetize, code, rank numerically, sort, and batch.
- Ability to perform elementary arithmetic operations.
- Ability to operate office equipment such as copy machines, calculators, and fax machines.
- Ability to greet visitors, answer the phone and respond to routine inquiries.
- Ability to perform simple typing or data entry tasks.
- Knowledge of applicable state and federal laws and requirements.
- Familiarity with Tlingit, Haida, and Tsimshian cultures.

## MINIMUM QUALIFICATIONS (education, experience, skills)

- High School Diploma or GED
- Minimum typing speed of 35 words per minute.
- Drivers License required for some positions.

## PREFERRED QUALIFICATIONS (education, experience, skills)

- Completion of verifiable MS Office Suite computer training.

## UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry may be required.

## CONDITIONS OF HIRE:

- All employment at CCTHITA is “at will”. This means that the employee or CCTHITA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position
- CCTHITA is a no tolerance workplace. All regular employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CCTHITA requires a criminal background check for the safety of our clients. All employment offers are conditional until CCTHITA has received a Federal criminal background check verifying eligibility to work in these programs.

This Job Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Job Description and understand the essential functions of and qualifications for the job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date