



KALTAG TRIBAL COUNCIL
12 E STREET/PO BOX 129
KALTAG, AK 99748
907-534-2224 PHONE
907-534-2299 FAX
KALTAGTRIBE@HOTMAIL.COM

TRIBAL CLERK

JOB DESCRIPTION

LOCATION	Kaltag, Alaska
SALARY	DOE
SUPERVISOR	Tribal Administrator
RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Answer and direct public and telephone inquiries. Take messages and deliver as appropriate. 2. Receives and routes incoming mail. 3. Maintain files of correspondence and other reports. Types correspondence, forms, reports, and other related materials as necessary. 4. Post notices as directed. 5. Photocopies assignments. As time permits, learn computer software · programs that are pertinent to the Tribal operations. Troubleshoots and assists other council members with computer. 6. Maintain tribal enrollment for the Kaltag Tribe. 7. Maintain inventory of supplies and ensure that the Tribal office has adequate supplies for the operation of the business office. 8. Assists Tribal members and Tribal Administrator as requested. 	
MINIMUM QUALIFICATIONS	
<ol style="list-style-type: none"> 1. High School Diploma 2. Prior experience with office skills and computers is desired. 3. Ability to operate standard office equipment. 4. Good Verbal and interpersonal skills. Customer service is essential to this position. 5. Must maintain confidentiality. 	
PHYSICAL DEMANDS	
Work is at times sedentary with extended periods of sitting at a desk and computer. Position requires some standing and walking.	