

JOB OPENINGS

POSITION ANNOUNCEMENT

POSITION: Tribal Services Assistant
LOCATION: Salem, Oregon
SALARY: \$20,808 annually
SUPERVISOR: Tribal Services Specialist

MINIMUM REQUIREMENTS: High school diploma or GED and two years of job-related experience interviewing applicants to obtain personal or technical information; or a combination of two years experience in the clerical field with an emphasis on working with people (this experience must have involved a high volume of paperwork (e.g., assuring information on forms is complete and accurate, completing necessary documents); or documented satisfactory completion of a related Work Experience placement and demonstrated skills to perform the duties for this position. An equivalent amount of college coursework relevant to experience may be substituted for job-related experience. Ability to organize and maintain complex filing systems. Must possess a valid Oregon driver's license and use of a personal vehicle. Working knowledge of word processing, spreadsheet, and data base programs. Knowledge of correct punctuation, capitalization, spelling, and grammar. Ability to follow employment services manual and tribal policies. Ability to communicate effectively with individuals and groups, and make presentations to small groups as necessary. Possess good organizational

skills. Knowledge of office equipment and operation procedures. Experience in working with Indian people preferred. Ability to adhere to confidentiality of information and individuals as described in the CTSI personnel manual. Ability to work independently.

RESPONSIBILITIES: Develop and maintain expertise in eligibility requirements, referral process, and services of tribal, state, and federal agencies and organizations in the community; make referrals. Respond to correspondence, phone calls, drop-ins, and requests for information regarding program services and eligibility requirements. Serve as the liaison between the state of Oregon, Department of Human Resources, Adult and Family Services branch offices, and the tribal office within the service area. Provide eligibility status updates to the referring branches for cooperation/coordination of services. Conduct intake process, program orientation, testing, and completion of application. Assist with the application of Oregon Health Plan benefits. Obtain and verify documentation for client eligibility. Maintain appointment scheduling and assign clients to a tribal services specialist. Maintain filing system for all client files. Experience applying policies, rules and guidelines regarding programs, benefits and services. Other duties as assigned.

OPENING DATE: 2/7/00
CLOSING DATE: 3/17/00

EVALUATION CRITERIA: The following criteria will be used to identify the best-qualified applicant:

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|---------------|---------------------|
| A. Education | D. Work Performance |
| B. Experience | E. Performance Test |
| C. Training | F. Interview |

HOW TO APPLY: All applicants must submit a tribal "Application for Employment Form." Applications must be postmarked by the closing date. **To receive credit for training or education, documentation must be provided. If applying for more than one position, separate applications will be required for each position.**

SEND APPLICATIONS TO:

Confederated Tribes of Siletz Indians
Attn: Personnel Officer
P.O. Box 549
Siletz, OR 97380

The tribe's Indian Preference Policy will apply. The high school diploma/GED requirement will be waived for enrolled tribal elders (age 55 and older). All persons selected must pass the drug testing procedures described in the tribe's personnel manual prior to the hiring date. A valid driver's license will be required (if placed in job description) by the date of employment.

POSITION ANNOUNCEMENT

POSITION: Cultural Resources Clerk
LOCATION: Siletz, Oregon
SALARY: \$18,600 annually
SUPERVISOR: Cultural Resources Director

MINIMUM REQUIREMENTS: High school diploma or equivalent and one year experience in a clerical field, or documented satisfactory completion of a related Work Experience placement and demonstrated skills to perform the duties for this position. Ability to work with and maintain a good working relationship with co-workers and public. Knowledge of correct punctuation, capitalization, spelling, and grammar. Knowledge of standard office procedures and computers. Interest in Siletz Tribal culture programs. Ability to type 40 words per minute by the end of probation period. Training or ability to attain skills in alpha and numeric filing systems. Basic computer operation skills. Must be able to adhere to the statement of confidentiality as outlined in the tribal personnel manual. Must possess a valid Oregon driver's license and be eligible to operate a GSA vehicle.

RESPONSIBILITIES: Answer telephone, route calls, and take messages. Greet and direct clients and visitors to appropriate personnel or department. Receive, date, and route incoming mail/documents. Assist with department inventory maintenance. Maintain department filing system. Prepare and process check requests and purchase orders. Type and reproduce documents. Assist with culture projects and presentations. Other duties as assigned.

OPENING DATE: 2/7/00
CLOSING DATE: 3/17/00

"Except as provided by the Indian Preference Act (Title 25, U.S.C., Section 472 and 473) and as described in the Siletz personnel manual, tribal government will not discriminate in selection because of race, creed, age,

For more information and tribal application, call 1-800-922-1399 or 541-444-2532.