



**Passamaquoddy Tribal Government  
Human Resources Department  
P.O. Box 343  
Perry, Maine 04667  
Phone: (207) 853-2600**

## **JOB ANNOUNCEMENT**

The Pleasant Point Human Resources Department  
is seeking Applications for the following position:

### **On-call/Fill-in Clerical Worker**

#### **JOB STATUS:**

**On-call/fill-in Clerical Worker(s)  
Pay Range: \$15.00 per hour  
Classification: On-call/Fill-in  
Department: Any**

#### **LOCATION:**

**Tribal Administration  
22 Bayview Drive  
Pleasant Point, ME 04667**

#### **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. Three to twelve (3-12) months experience preferred. Native American Preference will be adhered to in accordance per the 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.

#### **HOW TO APPLY:**

Applications are available at the Human Resources office or at the Front Desk. Submit completed applications and resume along with certifications to [hrmanager@wabanaki.com](mailto:hrmanager@wabanaki.com) or submit physical copies to the Pleasant Point Passamaquoddy Human Resources Department – 22 Bayview Drive, Pleasant Point, Perry ME 04667.

For further information, call (207) 853-5175 or email at [hrmanager@wabanaki.com](mailto:hrmanager@wabanaki.com) or [hrrspecialist@wabanaki.com](mailto:hrrspecialist@wabanaki.com)

## **JOB DESCRIPTION**

**Position Title:** On-call Clerical Worker  
**Department:** Tribal Departments  
**Reports To:** Director of Department  
**Rate of Pay/Category:** \$15.00  
**Status/Term:** Non-Exempt

### ***JOB SUMMARY:***

Responsible for the clerical support for Tribal Administration and/or of the Departments.

### ***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 Pleasant Point Tribal Government 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 Personnel Policies and Procedures.

***LICENSES/CERTIFICATES/REGISTRATIONS:*** (driver's license, professional licensing/certification)

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

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