



## Job Posting

**Job title:** TANF Clerk

**Location:** Pala, CA

**Application Deadline:** Open until filled (*Early applications encouraged*)

**Compensation:** Minimum of \$18.00/hour. DOE

**Benefits:** \*Paid Holidays \*Rich Medical, Dental & Vision \*Generous Vacation & Sick \*401(k) Match

**Status:** Full Time/Regular position

## Job Summary

This position performs routine clerical duties, such as setting up and maintaining files, sorting and delivering mail, entering data into the computer, preparing routine correspondence and completing all participant pre-screenings. Operates a variety of office equipment, such as computer, fax, copier, calculator, and printer. Occasionally, fills in for front office Receptionist, Admin. Assistant, Transportation Driver, or other duties as assigned.

## Essential Functions

1. Answers phones, records and distributes messages, greets and directs staff and visitors with courtesy and respect. (*As requested, or in the absence of the Receptionist/Admin. Assistant*)
2. Assists in the preparation of program reports, proposals, etc. (*Relevant to TANF Clerk duties. e.g. Department stats*)
3. Completes and responds to all TANF pre-screenings.
4. Completes tasks as requested by key department staff within time frame needed.
5. Contributes to team effort by accomplishing related tasks and/or providing staff coverage as needed.
6. Drives company vehicle, as requested, for the purpose of delivering mail, packages, TANF participants,

or other services.

7. Establishes and maintains filing system for correspondence, forms, reports, records, etc. for Eligibility, Case Worker, Career and Ed Coordinator.
8. Follows up with participants as needed. (*MER's, Child Care, Mileage, Documentation, etc.*)
9. Maintains strict confidentiality of all facts of program and participant records.
10. Maintains a safe and clean file room area by complying with all procedures, rules and regulations.
11. Operates a variety of office equipment, such as copier, computer, printer, fax, typewriter, calculator, etc.
12. Performs other appropriate duties as assigned by Site Manager.
13. Receives and sorts participant mail and deliveries as assigned by Site Manager.
14. Prepares and coordinates monthly participant mailings and other daily correspondence.
15. Reviews incoming participant Monthly Eligibility Reports for completeness and accuracy.
16. Types letters, reports, forms, etc. from rough drafts for Eligibility, Case Worker, Career and Ed Coordinator.
17. Attend Tribal and other special events for outreach and/or networking.
18. Pick up and deliver participants (including adults and children) to and from various locations, including rural/urban areas and reservations, for trainings, appointments and special activities, as needed.

### **Job Requirements and Qualifications**

*Education & Experience:* High School Diploma or GED with one (1) year of file and records management experience.

*Certificates & Licenses:* Valid California Driver's License with driving record acceptable to SCTCA's insurance.

*Knowledge Requirements:* Knowledge and experience with general office systems, equipment, and procedures. Good oral and written communication skills. Computer literate with ability to operate a PC and MS Office software programs, such as Word, Excel, PowerPoint, and Publisher. Requires minimum typing speed of 40 words per minute. Must have a strong attention to detail. Knowledge of Indian history, culture and politics a plus. Proficient in using virtual meeting platforms such as Zoom, Go2Meeting, etc.

*Physical:* Typically requires sitting for extended periods of time. Lifts and moves objects frequently weighing up to 25 pounds. Primarily an indoor office environment.

*Conditions of Employment:* Candidates are required to successfully complete required background check and drug screening.

### **Other Information**

In addition to the essential duties listed above the TANF Clerk is expected to:

1. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.
2. Consistently report to work on time prepared to perform the duties of the position.
3. Possess excellent oral and written communication skills.
4. Communicate regularly with supervisor about department issues.
5. Demonstrate the ability to handle difficult situations with respect and courtesy.
6. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
7. Be flexible for periodic after-hours and weekends. Scheduled travel (outside of the SCTCA service area or in a different county) will be required depending on workload, workshops, trainings, etc.
8. Be detail oriented and possess strong organizational skills.
9. Demonstrate efficient time management and prioritizes workload daily.
10. Maintain heavy paperwork and processing in a fast-paced work environment.
11. Work independently and as a team to meet timelines.
12. Be thoroughly knowledgeable of all TANF guidelines at all times.
13. Make sound rational decisions and recommendations without bias.
14. Participate in various departmental meetings and/or committees.
15. Assist with temporary training support of TANF staff.
16. Travel between office sites may be requested to assist with training support/office coverage or as needed.
17. Encourage and build mutual trust, respect, and cooperation among team members.
18. Develop and maintain constructive and cooperative working relationships of trust, confidence, and good rapport with staff, administration, and program participants.
19. Other projects and responsibilities may be added at the manager's discretion, such as participation in Social Work conferences, Health Fairs, Career Fairs, Graduation events, etc.

### **About Our Company**

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 25 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

## How to Apply

**Preferred method: Apply online at <http://sctca.applicantpro.com/>**

A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office\*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. \*Office subject to closures.

B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at [www.sctca.net](http://www.sctca.net), under the “Careers” link.

### Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

*Note: These emails could possibly go to the spam folder, so please check there as well.*

**SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE**

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.