

## WINSLOW RESIDENTIAL HALL, INC.

## POSITION DESCRIPTION

**Title:** *Residential Clerk*  
**Schedule Terms:** 12 Months  
**Salary Classification:** Non-Exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

**GENERAL STATEMENT OF RESPONSIBILITIES:** Under the direct supervision of the Home living Supervisor and serves as receptionist for WRHI. Demonstrates a caring, understanding, and positive working relationship with parents, students, and staff. Ensuring the smooth and efficient operation of the WRHI.

### QUALIFICATIONS

#### EDUCATION, TRAINING & EXPERIENCE:

- **32 post-secondary semester credit hours in an applicable academic discipline, including fields related to working with children, business, or administration;**
- Minimum of two (2) year' secretarial work experience or in a related position;
- Experience must indicate the ability to work with efficiency, effectiveness, reliability, dependability, and with little supervision;
- Type 50 wpm (words per minute) and must be computer literate;
- Must have verbal and written communications skills;
- Must have excellent organizational and planning skills;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Must be knowledgeable and familiar with the Navajo language, culture, customs and traditions;
- Valid Arizona driver's license.

#### DUTIES AND RESPONSIBILITIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position description;
- Maintain good and timely attendance;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Provide clerical service to the administration;
- Take and transcribe dictation of various types, including: correspondences, reports, and notices;
- Operate various office machines, including: computer equipment, calculators, copy machines, dictating equipment;
- Monitor student attendance in Native American Student Information System (NASIS);
- Set up and maintain files, student records, and other records and data, as required;
- Perform errands;
- Prepare and distribute agendas, meeting materials and/or minutes of meetings;
- Provide support activities to parents and visitors;
- Manage incoming and outgoing mail;
- Compose and prepare professional correspondence and documents;
- Participate in committee meetings and in-service training;
- Maintain confidentiality as required;
- Recruit/enroll potential students;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act;**

- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

**PHYSICAL REQUIREMENTS:** Must submit to a physical examination from licensed physician for each contract year. Be able to work in a sitting position for long periods of time (up to 8 hours) and able to lift objects weighing up to fifty (50) pounds.

**EVALUATION PROCEDURES:** In accordance with provisions specified in personnel policy and procedure.

**SUPERVISION RECEIVED:** Homeliving Supervisor.

**SUPERVISION GIVEN:** Students.

### CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

**REVIEWED BY:** \_\_\_\_\_  
Residential Clerk

**DATE:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_  
Homeliving Supervisor

**DATE:** \_\_\_\_\_