

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 Homeliving Manager and serves as receptionist for Winslow Residential Hall, Inc. Performs duties that support day-to-day operation of WRHI with clerical functions including but not limited to minor IT issues, answering incoming phone calls, directing visitors, filing, develop correspondences, responds to and resolves Residential inquires and questions. Fosters a positive working relationship with all WRHI employees, students, and parents. Ensuring the smooth and efficient operation of the WRHI.

QUALIFICATIONS**EDUCATION, TRAINING & EXPERIENCE:**

- A. **High Schol Diploma or GED**
- B. Completion of above-satisfactory scores on all job interviews, demonstrating to the satisfaction of the interviewees and WRHI that the applicant can perform the essential functions of the job;
- C. Successful completion of and positive results from all background and reference checks, including positive employment references from authorized representatives of past and current employers demonstrating to the satisfaction of WRHI a record of satisfactory performance and that the
- D. Successful completion of fingerprint clearance requirements, physical examinations, and other screenings indicating that the applicant is qualified to be employed by WRHI and demonstrating to the satisfaction of WRHI that the applicant can perform the essential functions of the job;
- E. Submission of all required employment-related documents, applications, resumes, references, and other required information free of false, misleading, or incomplete information, as determined by WRHI;
- F. Computer knowledge of different software applications, including Microsoft Office, Internet, NASIS, ADP, etc.
- G. Knowledge of Navajo and other American Indian Cultures.
- H. Valid government-issued driver's license required.

DUTIES AND RESPONSIBILITIES:

- A. 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;
- B. Maintain good and timely attendance;
- C. Maybe required to work overtime and/or weekends;
- D. Attend staff meetings and training.
- E. Excellent organization, planning and time management skills and the ability to prioritize work;
- F. First point of contact for WRHI Campus: Answering phones, taking messages, assisting students, parents, vendors, maintaining front desk, etc.;
- G. Coordinate and assist with annual student enrollment;
- H. Communicate openly, effectively, professionally, and respectfully with all WRHI employees, students and outside vendors.
- I. Complete purchase requisitions, request for direct payment, request for quotes, W9's, etc.
- J. Maintain confidentiality of information as required by the Family Educational Rights and Privacy Act (FERPA)
- K. Manage incoming and outgoing mail; maintaining daily mail log and distribution.
- L. Compile and/or request for information for written correspondences.
- M. Prepares and generates flyers, brochures, student enrollment applications, signs, etc.

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

- N. Provide vigilance to support the safety and security of the dorms. Maintaining a log of campus visitors, and daily oversight of campus security cameras of main entryways.
- O. Maintains/ reviews Residential daily log of activities during a tour of duty.
- P. Maintaining supplies, packages, and all other materials as appropriate.
- Q. Excellent data entry skills with the ability to type 50 WPM.
- R. Recruit and enroll students; assist in preparations for annual orientation of incoming students.
- S. Assist with student transportation, medication administration, monitoring of students, etc.;
- T. Monitor and assist students in maintaining the residential halls in a clean, orderly, and safe condition;
- U. Complete daily vehicle inspections.
- V. Assist with fire drills, bus evacuation drills, dormitory lockdowns, etc.
- W. Communicate openly, effectively, professionally, and respectfully with all WRHI employees, students, parents, and outside vendors;
- X. Operate various office machines, including computer equipment, calculators, copy machines, and dictating equipment;
- Y. Complies with the U.S. General Service Administration travel mileage rates, meal allowance and lodging reimbursement rates set forth by the U.S. Federal Government, for purposes of calculating accurate travel expenses. Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Z. Knowledge of 25 CFR Part 36 Subpart G Homeliving Programs.
- AA. Knowledge of P.L. 101-630, Indian Child Protection and Family Violence Prevention Act;
- BB. Knowledge of P.L. 101-647, Crime Control Act of 1990;
- CC. 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 a licensed physician for each contract year. Be able to work in a sitting position for long periods (up to 8 hours) and able to lift objects weighing up to twenty-five (25) pounds.

EVALUATION PROCEDURE: By provisions specified in personnel policy and procedure.

SUPERVISION RECEIVED: Homeliving Manager

SUPERVISION GIVEN: None

CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions about any statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities outlined 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 WRHI policies, and may result in non-hiring and termination.

REVIEWED BY: _____
Residential Clerk

DATE: _____

REVIEWED BY: _____
Homeliving Manager

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____

APPROVED BY BOARD: 05/14/2025