

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Intake Clerk (Education & Training)**

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<b>EXEMPT: No</b>	<b>JOB CODE: 4-TS T4</b>
<b>TARGET SALARY: \$15.94 to \$16.43/DOQ</b>	<b>SHIFT: M-F Flex</b>
<b>PROGRAM: Education &amp; Training</b>	<b>LOCATION: Tech Center</b>
<b>REPORTS TO: Manager (Education &amp; Training)</b>	

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**SUMMARY:** Assist the Case Managers, Caseworkers, and applicants with the daily flow of paper work and assignments. Duties include receiving and documenting all Education & Training (E&T), NEW, and General Assistance applications and setting up individual client files for Case Managers perusal. Processes check requests, coordinate mail runs in conjunction with established mail pick-ups, and drop runs and general reception.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Accepts all E&T applications and ensures completeness and forwards complete application to appropriate staff members.

Answer telephone calls, taking messages and routing calls as needed for the E&T office.

Document all communication per client files, and forward, as needed for follow-up.

Maintain files consistent with the established numerical filing system, team working with E&T staff to assure files are maintained in an orderly fashion.

Assist clients in completing applications. Maintain client files, required forms, and reports in prescribed agency format. Manage tickler file for deadlines, suspensions, and reinstatements of clients to active list.

Teamwork's with the program staff to perform monthly case management, which will contribute to the efficiency of the program specifically insuring timely payment to eligible participants.

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Revised 10/29/02  
Revised 12/12/02  
Revised 10/07/05  
Revised 09/22/08  
Revised 02/05/15  
Revised 10/08/21  
Revised 09/26/22

Operate electronic data processing/data base equipment for complex reports, contract reports, standard correspondence, and routing paper flow.

Overall office support functions, supplies, travel arrangements, meetings and appointments. Such as: Prepares vouchers, check requests, purchase requisitions, and material requests to implement required action. Assist in maintaining E&T computer lab.

Coordinates and assist with home visits.

Communicates assistance, E&T appeal process to clients as needed, also advises Case Manager of appeals and complaints.

### **QUALIFICATIONS REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **MATHEMATICAL SKILLS:**

Ability to perform simple math problems and simple calculations in order to process orders. Ability to calculate figures and amounts such proportions, percentages, and volume.

#### **REASONING ABILITY:**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

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### **OTHER SKILLS AND ABILITIES:**

Must be able to develop and maintain positive relationships with clients, co-workers, and Tribal representatives.

Must have basic office skills; maintain filing system proficient in a variety of popular computer applications and strong record keeping skills.

Knowledge of Public Law 104-477.

Ability to relate and communicate diplomatically to clients with sensitive issues.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **WORK HOURS:**

The hours of this position varies with workload/caseload, can be up to 40 hours per week during busy months and can have little or no hours during months if workload/caseload drops, employee will be sent home without pay. **Intake Clerk (Employment & Training) is not guaranteed 40 hours per week.**

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

### **ACKNOWLEDGEMENT**

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This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council	<b>OPEN: March 10, 2023</b>
Human Resources	<b>CLOSE: March 23, 2023</b>
P.O. Box 115	
<b>71 Makah Bay Drive</b>	
Neah Bay, WA 98357	
Fax: (360) 645-3123	
E-mail: <a href="mailto:katherine.thompson@makah.com">katherine.thompson@makah.com</a>	

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

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