

**PENOBSCOT NATION**

**TRIBAL ADMINISTRATION  
HUMAN RESOURCES**

12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312  
FAX (207) 817-7463



**JOB ANNOUNCEMENT**

The Penobscot Nation is seeking  
Application for the following position:

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

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**JOB STATUS:**

**On-call/fill-in Clerical Worker**  
**Pay Range: \$12.15 per hour**  
**Classification: On-call/Fill-in**  
**Department: Any**

**LOCATION:**

**Penobscot Nation**  
**12 Wabanaki Way**  
**Indian Island, ME 0446**

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**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. 3-12 months experience preferred. Native American Preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.

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**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 for the Penobscot Nation.

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**HOW TO APPLY:**

Applications are available at the Human Resources office or apply online at [www.penobscotnation.org/departments/human-resources/employment-applications](http://www.penobscotnation.org/departments/human-resources/employment-applications)  
Submit completed applications and resume along with certifications to [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org) or submit physical copies to the Penobscot Nation Human Resources Department – 27 Wabanaki Way, Indian Island, ME 04468  
For further information, call 817-7312 or email at [human.resources@penobscotnation.org](mailto:human.resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** On-call Clerical Worker

**Department:** Tribal Departments

**Reports To:** Director of Department

**Rate of Pay/Category:** \$12.15

**Status/Term:** Non-Exempt

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

Responsible for the clerical support and office administration of the Department.

### ***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 Penobscot Nation 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 Penobscot Nation 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 Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation 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*