



Employee Job Description		
Position Title: Interstate Clerk		
Position ID #		
Facility: St. Croix Tribal Government Center		
Job Family: Interstate	Comp Grade: G - \$17.00	Status: Full-time (32 hours/week)

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

This position primary function is to work with and for tribal elders and all members as they need assistance. Must be able to assist members in the application process for any of the programs that the St. Croix Tribal Council provide.

Essential Functions:

Assist tribal elders and tribal members in completing program applications, and to answer any questions that may arise with those applications.

Interstate Assistant Job Duties:

- Establish working relationships with local agencies in order to assist tribal members in a knowing/professional manner with applications and/or questions.
- Create and log documents on a spreadsheet as needed for tracking purposes.
- Complete payment vouchers as needed for elder/member bills, medical gas, elder food/gas card balances
- Any other duties assigned by supervisor
- Receive and stamp all documents distributed to Interstate
- Scan documents into our computer system
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

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Directly Reporting to: Interstate Specialist, Candace Radermacher

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications:

- High school diploma/GED.
- Some financial skills.
- Must be able to demonstrate the ability to assess members and business needs to formulate a plan of action and manage challenges.
- Intermediate computer skills.
- Maintain confidentiality of all member information and needs.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
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- Attention to detail/numbers when dealing with members account information.

Preferred Qualifications:

- Accounting experience would be a plus.
- Associates degree would be a plus.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.