

SANTA ROSA ADMINISTRATION DEPARTMENT

JOB DESCRIPTION



Position: Pool Employee
Reports To: Tribal Administrator
Pay Grade: DOE
Department: Administration Department
Shift: As Needed - Temporary
Employment Status: As Needed/ Non Exempt
Primary Work Location: Santa Rosa Indian Reservation

Summary:

The Pool Employee is responsible for a variety of duties needed by the administration office.

Essential Duties and Responsibilities:

- Office and clerical work needed by Administration staff.
- General labor needed by variety of departments.
- Perform other duties as assigned.

Knowledge:

- Knowledge of office etiquette.
- Ability to work well with others and the ability to work independently.
- Must have strong attention to detail.

Minimum Qualifications/Education:

- High School diploma or equivalent required.
- Be medically certified drug free after test and confirmatory re-test.
- Must be able to successfully pass a Background Investigation.
- Must have a current valid government issued identification.

I have read and understand the Pool Employee job description:

Staff Member Name

Date