



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, California**

**Position:** Clerk I  
**Department:** Cultural Center  
**Supervised by:** Cultural Center Director  
**Pay Range:** (T-3) \$12.36 - \$17.30 (\$25,709 - \$35,984) DOQ  
**FLSA** Non-Exempt, Part-Time (Grant Funded)

**Position Summary:** Under the supervision of the Cultural Center Director the Clerk will Greet and welcome customers and visitors in a friendly and professional manner to ensure a safe and enjoyable visit; Help maintain the cleanliness, upkeep, and professionalism of the various museum areas that is utilized in the day to day operations of the Cultural Center; and help with the prep, set up, and break down of special events and facility requests; Assist during community outreach activities and events.

### **Responsibilities:**

- Will provide excellent and professional customer service to all guests.
- Greet and welcome customers/visitors, assisting them with their needs and questions with an engaging and positive manner.
- Understand and help enforce the Tribes Covid-19 Action Response Plan and other relevant Tribal Policies to provide information to customers and community members that may have questions.
- Assist and help during community outreach activities and events.
- Ensure museum exhibits and displays are properly neat and professionally displayed.
- Complete proper paperwork and forms accurately and process under the correct filing system.
- Help Museum staff maintain and enhance the permanent and interpretative exhibits (both indoors and outdoors).
- Works in conjunction with Museum staff, docents, and other tribal programs staff to ensure daily operation of the Cultural Center and grounds are satisfactory.
- Be alerted to prevent shoplifting, vendor theft and vandalism.
- Maintain outside areas daily. Ensure the grounds are clean of debris and trash.
- Perform all other duties as assigned by the Manager or assigned designee.

**Supervisory Responsibilities:** None

### **Education and Experience:**

- Must have High School Diploma or GED certificate.
- Minimum of 6 months customer service experience.
- Must be 18 years old or older.
- Must be willing to be CPR/First Aide and obtain Food Handlers certification if applicable.
- Must be willing and able to work any shift including splits, evening, weekends, and holidays according to established procedures.
- Must have experience and be proficient in various computer programs.

Clerk I – Cultural Center

Approved by Tribal Council 3/2/2021

**Other Requirements:**

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

**Signatures**

This job description has been approved by all levels of management:

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.