

Job Knowledge:	Must have knowledge of policies, procedures and operational guidelines of the TERO program. Knowledge of the Tribal Court System is required with a working knowledge of the unique federal, state and tribal relationships existing in the reservation environment, and laws applicable to the same. Must have knowledge of accounting principles and practices and of general office procedures. Must be able to operate a computer, calculator, telephone, copy machine, facsimile, postage machine and other office equipment as required. Must have the ability to write routine correspondence and create standard reports. Requires the ability to organize work, deal effectively with the public, communicate effectively both verbally and in writing, follow instructions and work as a member of a group or independently. Must possess a valid North Carolina driver's license. Must have an understanding of the Tribal Business Preference Ordinance and other applicable state and federal regulations
Complexity of Duties:	Deals with tasks, which are repetitive and routine involving clerical and administrative duties. Judgment and initiative are required to maintain accuracy and efficiency. Planning, problem solving, and resourcefulness are necessary to respond appropriately to situations, establish work priorities, and meet scheduled deadlines.
Contact with Others:	Interacts frequently with coworkers and other tribal personnel. Has phone contacts with outside vendors where the use of business etiquette, tact and courtesy are required to maintain positive relations. The nature of contacts involve discussions, the exchange of information and responding to questions.
Confidential Data:	Has access to and works closely with all TERO information which is considered confidential and would not be in the best interest of the program to disclose. Must adhere to all tribal confidentiality policies and procedures.
Mental / Visual / Physical Effort:	Close attention to detail and mental concentration are required for duties involving the computer, record keeping and compiling data. Subject to frequent interruptions both by phone and in person which requires varied responses with each contact. While in the office the duties of this job routinely require, standing, walking, sitting, kneeling, reaching, speaking, seeing and hearing. Must be able to lift light to moderately heavy packages.
Environment:	Works in a normal office environment with frequent visits outside the office. Must work onsite at construction sites with exposure to potentially dangerous situations.
Responsibility for Accuracy:	A high degree of accuracy is required in typing correspondences and memos. Accuracy is needed in phone discussions, in receiving and relaying messages. Proofreading and editing would detect most errors. Undetected errors could result in confusion and damage relations with other departments or individuals. Work is subject to review by and is approved by the TERO Compliance Manager prior to submitting to others.