CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMINE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Loan Clerk

SALARY: Pay Range: 4 to 6  
$26,035.08 to $32,384.76 annual  
DOE/DOQ

DEPARTMENT: Office of Finance

LOCATION: Position located at Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package  
Non-Exempt

SUPERVISED BY: Finance Loan Officer

OPENING DATE: August 3, 2020

CLOSING DATE: Open until filled with review August 18th and 25th 2020 of complete packets

CTUIR MISSION STATEMENT

Exercise the Tribe’s sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

This position for the Confederated Tribes of the Umatilla Indian Reservation is to provide clerical support for the CTUIR Credit Program. This person will assist with loan applications review and verification, loan
preparation and processing, meet with prospective borrowers and assist them with the loan application process, ensure accuracy and coordinate the disbursement of loan proceeds. This position will also be responsible for assigned accounting/administrative duties such as generating checks, data entry and generating reports.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Screen and distribute incoming telephone calls in a professional, courteous manner.
2. Provide quality customer service and respond to inquiries regarding customer’s accounts.
3. Assist in processing applications, which includes researching the financial status of applications and verifying the accuracy of information provided on the application.
4. Assist in coordinating with other Tribal programs regarding other grant and loan requests made by applicant.
5. Assist in coordinating with other Tribal programs to confirm if applicants have delinquent balances owed to them.
6. Responsible for meeting with loan applicants and assist with application.
7. Responsible in confirming the availability and condition of collateral to secure the loan.
8. Responsible for processing credit applications, scheduling appointments and coordinating disbursement of approved loan proceeds.
9. Responsible for processing approved loans by transferring data into Loan Ledger Software and Microsoft SharePoint.
10. Other duties as assigned that relate to providing support for the Office of Finance

SUPERVISORY AUTHORITY: None
SIGNATORY AUTHORITY: None
ACCESS TO SENSITIVE AREAS: Shall have access to sensitive areas of the department and program containing sensitive documentation and material.

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Education and Experience:
   Preference will be given to the applicant possessing an Associate’s Degree or higher in Accounting, Finance, or related field AND one (1) year or more work experience with debt collection, lending or accounting as a primary responsibility.

   OR

   High school diploma or equivalent AND two (2) years or more work experience with lending or accounting as a primary responsibility.

2. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.

3. Must have math skills to perform detailed and accurate accounting calculations.

4. Must have the ability and interest to greet the public and handle difficult situations on the phone and in person in a professional and courteous manner.

5. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines with a significant degree of accuracy.
6. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by Tribal Governmental programs.
7. Must have extensive knowledge with computer processing equipment and software, including: Word, Excel, Outlook and other Office Suite software. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
8. Must have a demonstrated history of good attendance and punctuality.
9. Must be able to operate and maintain office machines (copiers, fax machines, printers, scanners, etc.).
10. A valid driver’s license is not required but preferred. Individual must have reliable transportation to and from work.
11. This position is classified as a Sensitive Tribal position. Therefore applicant must authorize and have no adverse findings in a background investigation in order to be considered for an interview.
12. Must demonstrate a history of financial responsibility and authorize the release of a personal credit report. 
13. A test will be administered immediately preceding the interview.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift up to 25 pounds of records or other material in storage containers/totes/boxes

Pursuant to Tribal Worker’s Benefit Code, Section 4.02.A. “All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker’s ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code.”

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran’s Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.
All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant’s qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

**DRUG FREE WORKPLACE:**

The Confederated Tribes of the Umatilla Indian Reservation has a “Drug Free Workplace Policy” and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

**APPLICATION DEADLINE:**

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE “REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL” BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR’s Supplemental Application Form (both sections, if applicable)
5. High School Diploma/GED or copy of official college transcripts (as applicable).
6. For Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. For Veteran’s preference: Must provide proof of honorable service and discharge or completed Form DD214.

**APPLICANT RESPONSIBILITY**

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
To be considered, application package must be post marked by the closing date.

Approved: Jue Jue Withers-Lyons, Assistant Director, Office of Human Resources

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. (Original signature must be placed on file in the employee’s personnel file when/if hired for this position.)

Applicant Signature

Date

Loan Clerk
Finance
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Revised: 6/23/16, 8/16/16, 8/3/20