

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
P.O. BOX 638 PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Loan Clerk

SALARY: Pay Range: 5-7
\$2,033 to \$2,504 per month DOE/DOQ

DEPARTMENT: Finance

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

EMPLOYMENT STATUS: Full Time with benefits

SUPERVISED BY: Loan Officer

OPENING DATE: February 24, 2010

CLOSING DATE: Open until filled (First Screening March 12, 2010)

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. 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 and back up for the tribes Loan Officer. This person will assist the Loan Officer with loan application review, verification of facts and loan preparation and processing. This person will maintain records detailing collection efforts and monitoring progress of those efforts. The duties require a sound knowledge of collection procedures and federal regulation of collection activities. This person will help implement procedures to collect debt as well as reduce potential loss to bad debt. This position will also be responsible for meeting with prospective borrowers and assisting them with the loan application process, ensuring that approved loans are properly collateralized and coordinating the disbursement of loan proceeds.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. Responsible for collection of past due amounts owed to the Confederated Tribes of Umatilla.
2. Responsible for maintaining records detailing collection efforts, correspondence and progress toward collection of debts.
3. Help establish clear procedures for collecting debt and ensure that they are followed.
4. Act as liaison between tribal programs and debtors.
5. Recommend, design and seek authorization to implement any necessary department controls or procedure changes to improve current systems.
6. Review compliance with Tribal Fiscal Management Policies.
7. Meet with loan applicants, assist with application and provide or facilitate credit counseling.
8. Confirm the availability and condition of collateral offered to secure the loan.
9. Process credit applications, schedule appointments and coordinate disbursement of approved loans.
10. Contact delinquent accounts and work with debtors to bring their account current.
11. Other duties as assigned that relate to providing support for the Office of Finance.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS:

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. Associates Degree in Accounting, Finance or Business Administration. OR High School Diploma or GED equivalent and work experience with debt collection or lending as a primary responsibility.
2. Must have sound knowledge of lending procedures and federal regulation of collection activities.

3. Must have sound knowledge of the process for recording security agreements.
4. Must have math skills to perform detailed and accurate accounting calculations.
5. Must have experience working with Excel and Word software packages.
6. Must be able to interpret and explain detailed and complex financial data.
7. Must have good communication skills, both verbal and written.
8. Must possess the skill to compile and work accurately with large quantities of data.
9. Must possess the ability and willingness to assume responsibility for accuracy and timeliness of work projects.
10. Individual must be organized and task oriented.
11. Must be able to maintain and practice strict confidentiality of financial information/records at all times.
12. Must be able to work and communicate with a diverse group of people.
13. Must have a valid driver's license and must be insurable.
14. Must complete and authorize and Sensitive Position Background Check form to be considered for an interview. Applicants will be subject to a background investigation.

PHSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians

enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.

- b. 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.
- c. 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 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex 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. Applicant's 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 drug free test is required before any employment offer is to be made. All tribal employees are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures 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 application for Sensitive Tribal Positions.

5. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
6. Veterans' preference: Must provide proof of honorable service and discharge or completed Form DD214.
7. Copy of High School Diploma or GED Equivalent.

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
 P.O. Box 638
 Pendleton, OR. 97801
 Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

Approved by: Julia E. Withers-Lyons, Human Resources
 Manager

Date

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