



**JOB VACANCY ANNOUNCEMENT**

<b>Job Title: Tribal Operations Clerk</b>	<b>Department: Tribal Operations</b>
<b>Reports to: Tribal Operations Director</b>	<b>Location: Utqiagvik</b>
<b>Status: Regular, Full-time</b>	<b>Classification: Non-exempt, hourly</b>
<b>Pay Range: \$25.00-\$35.00, DOE</b>	<b>Supervises: N/A</b>
<b>Posting Date: 3/12/26</b>	<b>Closing Date: Until Filled</b>

**Job Summary or Purpose:**

The Tribal Operations Department is responsible to oversee tribal enrollment, tribal membership and the election processes for the ICAS Tribal Council. In addition, this position is responsible for completing minutes of meetings and preparing the ICAS membership newsletters.

**Duties and Responsibilities:**

1. Record, Transcribe, and maintain monthly, special and annual ICAS Council of Director/Staff meeting minutes.
2. Deliver locally and email meeting packets to Tribal Council members for monthly the monthly meetings.
3. Enter, update and maintain the Tribal member database and print tribal member cards for all Tribal members.
4. Collect incoming council member's documentation for accounting and HR purposes, create council folders for new and existing council members.
5. Assist the Tribal Operations Director with clerical duties that includes resolutions, ordinances and organize the filing system of incoming/outgoing and in-house correspondence.
6. Fill in as the Receptionist when he/she is not available.
7. Maintain the Enrollment files that includes any documentation required to enroll as a Tribal member.

8. Maintain the workflow of the office to meet deadlines and ensure a level of quality service established by the Executive Director and/or Tribal Operations Director.
9. Complete financial transaction forms, that includes purchase orders, request for payments, request quotes and purchase office or other supplies as needed
10. Prepare honorarium checks for tribal council members following meeting.
11. Make travel arrangements for dept and tribal council members (airfare, hotel and car rental).
12. Attend all ICAS Council Meetings and follow up on action items with the departments within ICAS.
13. Perform other duties as assigned.

### **Qualifications, Knowledge, and Skills**

1. Clerical, secretarial and basic purchasing/travel experience preferred
2. Must possess writing, verbal communication, organizational and computer skills
3. Able to work with tribal members in a professional manner
4. Ability to work with multi-cultural population, work independently with minimal supervision

### **Education, Experience, Certifications, and Licenses Required**

1. High School Diploma or equivalent work experience
2. Alaska Driver's License
3. Two years experience in general office administration

### **Physical Requirements**

1. Prolonged periods of sitting at a desk and working on a computer
2. Must be able to lift 50 pounds at times
3. Must be able to access and navigate each department at the organization's facilities

### **Travel Requirements**

1. Travel may be required up to 10% of your time to attend work meetings or training opportunities.
2. Travel may be in-state or out-of-state.
3. Mode of travel would be by commercial airplanes (i.e., small aircrafts to large jets), motor vehicle, train or other private or public conveyance.

**The Iñupiat Community of the Arctic Slope is an Alcohol and Drug Free Workplace**

This job posting reflects the Iñupiat Community of the Arctic Slope's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

Iñupiat Community of the Arctic Slope is an at-will employer.

**How to Apply:**

If you are interested in applying for this position, please contact the Human Resources Department at (907) 852-4227 ext 144 or by email at [debbie.benson@icas-nsn.gov](mailto:debbie.benson@icas-nsn.gov). You can download an employment application from the ICAS website at [Human Resources - ICAS \(icas-nsn.gov\)](#).