



OVERVIEW

The Administrative Clerk is under the supervision of the Property & Procurement Supervisor. The Administrative Clerk is accountable and responsible for requiring knowledge and skills in file management, office management, research and applicable tribal, federal and state policies & procedures, assisting with the financial business of the Hopi Tribe. The incumbent and supervisor, in consultation, establish the objectives and timelines.

The incumbent uses knowledge of office management and administrative methods and procedures and takes initiative in prioritizing and carrying out assignments independently. Incumbent seeks supervisor's guidance and technical advisement in new or unfamiliar situations. The supervisor reviews work occasionally, with minimal supervision. Work is reviewed and evaluated for compliance with established performance standards, policies & procedures, and whether objectives have been accomplished. The incumbent will exercise considerable initiative and independent judgement in planning and organizing work, addressing confidential matters, and efficiently accomplishing work assignments in a fast-paced work environment.

Contacts are with employees within/outside the immediate work area, tribal officials, grant & contract service programs, tribal departments, couriers, vendors and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide assistance and facilitate the administration of the Procurement Section within the Office of Financial Management (OFM) and with the Tribal Treasury's Office or other Core Offices.

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office equipment/machines. The incumbent is a member of the Tribe's professional staff and as such is required to work beyond the normal eight (8) hour daily schedule. Travel on and off the Hopi Reservation is required.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) Performs general support duties intended to implement administrative action required by tribal policies & procedures.
- 2) Creates and maintains physical and electronic files for units with the Procurement and Property Management Section.
- 3) Enters data from a requisition into a computerized accounting system; processes information on appropriate forms and ensures accuracy of all details within records, requisitions, logs, and receiving units form programs/offices, departments, couriers and vendors.
- 4) Reviews and certifies accuracy of the daily log of items received and routes to others for property management records, accounts payable transactions, items left by the couriers, requisitions for purchasing and central stores and other associated financial documents.
- 5) Provides professional customer service in a fast-paced work environment.

- 6) Demonstrates continuous efforts to improve operations, streamline work processes and work cooperatively with staff to provide quality customer service. Assists staff with research in gathering information for audits and projects.
- 7) Maintains Procurement services by preparing and tracking records, receiving payment through Accounts Payable, requisitions for Central Store, property requiring tags, file management, data storage, and organizational program services.
- 8) Compiles data to prepare for annual audits done by outside CPA firms and Consultants.
- 9) Assists with developing, updating and implementing office administrative procedures for filing records, correspondence, and tracking of all financial transactions.
- 10) Shall maintain confidentiality of information contained in all records and transactions at all times.
- 11) Works directly with supervisor and staff to efficiently complete work projects.
- 12) Assists other supervisors and Directors by providing information and documents required to complete the Hopi Tribe's annual audit and projects tasked to the Office of Financial Management.
- 13) Performs other related duties as assigned or authorized to achieve office and Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED Certificate; AND

Experience: One (1) year work experience performing professional customer service, office administration and utilizing Microsoft Office and Accounting software system; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of office management principles, practices and methods.
- Knowledge of modern office equipment including electronic management applications.
- Knowledge of the principles, practices, methods, and techniques of tribal government budgeting and accounting.
- Knowledge of records management principles, practices, and automated filing systems.
- Knowledge of tribal government organization, administration, and management practices, including program and project coordination.
- Knowledge of good customer service principles, practices and quality standards, meeting the expressed & unexpressed needs of the customer.
- Knowledge of planning, organizing and coordinating administrative projects.
- Proficient verbal & written communication skills for composing correspondence.
- Professional human relations skills, including effective public relations.
- Ability to work independently and exercise sound judgement and professionalism in carrying out assigned job functions.
- Ability to communicate effectively and courteously with the general public, potential clients, other employees, tribal officials, outside agency officials, outside organization representatives, etc.
- Ability to keep records and files in an accurate and organized fashion, maintain confidentiality of documents and information, and prepare accurate reports from such records, as necessary.
- Ability to manage multiple projects/assignments simultaneously, meeting required deadlines.

NECESSARY REQUIREMENTS

- 1) Must maintain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass (negative test results) mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

ADMINISTRATIVE CLERK

Office of Financial Management

Supervisor: Property & Procurement Supervisor

Salary Range: 22

Classification: NON-EXEMPT

DRIVER'S LICENSE REQUIRED

Revised 10/06/2025

REVIEWED BY:  DATE: 10/28/2025
Department Director / Assistant Director

APPROVED BY:  DATE: 10/28/2025
Human Resources Director