



# FALLON TRIBAL DEVELOPMENT CORPORATION

## OFFICIAL POSITION DESCRIPTION

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### HEAD CLERK

Division:	<b>Retail</b>	Class Code:	<b>200</b>
Supervisor:	<b>Store Manager</b>	Pay Grade:	<b>Grade 7</b>
FLSA Status:	<b>Non-Exempt</b>		<b>\$12.83-\$14.44/hourly</b>

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#### DESCRIPTION.

Works as cashier in the FTDC Tribal Enterprise. Assists management in business operations and daily activities for the assigned Fox Peak locations.

#### DUTIES AND RESPONSIBILITIES

1. Performs all Clerk / Cashier job duties as identified in the Clerk / Cashier job description.
2. Supervises subordinate staff, directs and delegates duties as needed in the absence of the Manager / Assistant Manager.
3. Responsible to be on-call in the absence of the Manager / Assistant Manager.
4. Assists managers with ordering and receiving merchandise as needed.
5. Operates and maintains all store equipment according to safety procedures.
6. Assists in maintaining of the appearance of the store.
7. Processes morning reports from the fuel monitor.
8. Pulls all monies from the vend safe in the absence of the Manager / Assistant Manager and places it in the store safe.
9. Opens and closes designated stores at designated hours.
10. Retrieves start banks from office safe for fellow cashiers at the beginning of shifts, supply cashiers with drop sheets and daily drop envelopes.
11. Counts the cashiers' ending banks, ensuring the correct amount of monies are in each and places them in the office safe at the end of the cashiers' shift as needed in the absence of the managers.
12. Assists with office duties as required.
13. Maintain strict confidentiality of privileged information encountered in the course of work.
14. Performs related assignments and other duties as assigned

#### REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

1. Must have basic knowledge of math and handle simple cash transactions.
2. Must be able to follow instructions with minimal supervision.
3. Must have a friendly attitude, pleasant and able to communicate well with the general public and vendors.
4. Must be willing to work rotating shifts, weekends, holidays, nights and overtime.
5. Must work a shift if called in by the manager, due to another employee calling out.
6. Must maintain confidentiality in all business matters
7. Must abide by FTDC Personnel and Procedures
8. In accordance with 25 CFR and the FTDC Personnel Policy, Tribal and Indian Preference apply.

#### MINIMUM QUALIFICATIONS

1. Must be a High School Graduate or equivalent
2. Must be 21 years of age or older
3. Must have a minimum of (6) months of retail or cash handling experience

- 4. Must have a valid Driver’s License
- 5. Must be physically able to perform the duties and responsibilities of the position, such as operating a cash register, stocking shelves and setting up displays with up to 50 pounds of merchandise.

**GENERAL EMPLOYMENT INFORMATION**

**Fallon Paiute-Shoshone Tribe and Native American/Indian Preference.** Employment preferences to members of the Fallon Paiute-Shoshone Tribe and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the FTDC’s Personnel Policies. Persons of Tribe and/or Indian ancestry and wish to claim these employment preferences should submit a copy of the Tribal Enrollment card/certification indicating the name of the Tribe they are enrolled with.

**U.S. Veteran’s Preference.** Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC’s Personnel Policies.

**Equal Opportunity Employer.** The Fallon Tribal Development Corporation does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**Drug Free Workplace.** The Fallon Tribal Development Corporation is a drug-free workplace. All employees are subject to a pre-employment drug test (at his/her own expense) and random drug screens.

**Background Checks.** All employees must be able to pass a background check per the FTDC’s background check procedures.

**Position Description Limitations.** This position description does not constitute an employment agreement between FTDC and the employee, and is subject to change by the FTDC Board of Directors as the needs of FTDC and the requirements of the job change. This position description is not intended to present a descriptive list of the range of duties performed by any employee in this position and is not intended to reflect all duties performed within the position.

**EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT**

I have received a copy of this approved position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Tribe without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I understand that all evaluations and any pay increases will be based on my ability to perform the duties outlined in this position description. I have discussed any questions I may have about this position description prior to signing this form.

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This acknowledgment will be placed in the employee’s personnel file.***