

Mickey Gemmill Jr.  
Chairman

Lawrence Cantrell  
Vice-Chairman

Faith S. Santillan  
Tribal Secretary



Jolee P. George  
Recording Secretary

Brandy McDaniels  
Treasurer

Rile D. Webster  
Sargent at Arms

**ELEVEN AUTONOMOUS BANDS**

36970 Park Ave. Burney CA. 96013

Phone (530) 335-5421

Fax: (530) 335-5069

ATWAMSINI

**OFFICE CLERK  
POSITION DESCRIPTION**

HEWISEDAWI

**Position: Office Clerk**

**Reports to: Roads Coordinator**

**Supervises: None**

ASTARIWI

**Position Summary:**

ILMAWI

The Office Clerk provides phone/desk reception and assists with a variety of clerical tasks and Types routine correspondence: letters. Completes and assists with a wide variety of projects as assigned by the Roads Coordinator.

ATSUGEWI

**Specific Duties and Responsibilities:**

ITSATAWI

1. Answer receptionist telephone in absence of receptionist and directs calls to appropriate staff. Retrieve and distribute messages.
2. Assists in copying, scanning, emailing and faxing various documents.
3. Assists in filing system
4. Assists with google earth mapping
5. Assists with Requisitions
6. Assists Roads Department as needed
7. Follow verbal and written instructions accurately

APORIGE

KOSEALEKTE

AJUMAWI

HAMMAWI

MADESI