



JOB ANNOUNCEMENT



09/24/2020

POSITION TITLE: Property Management Clerk
LOCATION: Department of Community Development – Property Management Division
POSITION TYPE: Non-Exempt / Full-Time
SALARY RANGE: \$9.32 - \$13.98 per hour
REPORTS TO: Property Management Coordinator
CLOSING DATE: October 2, 2020

POSITION SUMMARY:

The Property Management clerk performs a variety of clerical support duties for department staff that include organizing and filing records, answering telephones, greeting visitors, and scanning documents. Duties are not limited to: organizes, files, and retrieves correspondence, documents, and records; provides excellent customer service to internal and external customers; greets division visitors; answers department telephone, takes messages, and directs incoming calls appropriately; assist with copying and scanning of forms and documents; assist with organizing meeting by preparing facility with snacks and beverage setup, signage, displays, audio-visual equipment, and other meeting needs; delivers flyers and other documents to residents if needed; utilizes division software and performs basic accounting functions necessary to insure correct balances in various accounts; type's letters, statements, reports and other documents; other related duties as assigned and required.

MINIMUM REQUIREMENTS:

- High School Diploma or its equivalent G.E.D;
- Six months clerical experience;
- Must possess a valid Texas driver's license and be insurable;
- Must be able to successfully pass a post-offer drug screen and criminal history background investigation.

KNOWLEDGE, SKILLS, ABILITIES:

Proficient in MS Office applications; ability to maintain alpha and numerical filing system; ability to handle multi-phone line system; ability to take and relay accurate messages; must possess good writing proficiency, typing skills, reading comprehension aptitude and proofreading skills; must be able to efficiently handle multiple tasks; must have excellent organizational and interpersonal skills; must be able to effectively communicate with all levels of management and external customers.

APPLICATION PROCEDURES:

Qualified candidates interested in applying may complete an application in the Tribal Administration Building located at 119 S. Old Pueblo Rd El Paso, TX 79907, apply online at www.ysletadelsurpueblo.org YDSP Careers page, submit résumé via fax to (915) 859-2988 or e-mail to humanresources@ydsp-nsn.gov.

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