

# **TRIBAL CLERK SUBSTITUTE**

**BBEDC / MANOKOTAK VILLAGE COUNCIL  
SEASONAL EMPLOYMENT**

## **QUALIFICATIONS:**

- **BBEDC CDQ COMMUNITY RESIDENT**
- **MUST BE 18 OR OLDER**
- **HIGH SCHOOL DIPLOMA OR GED REQUIRED**
- **MUST BE PUNCTUAL AND DEPENDABLE**
- **MUST BE ABLE TO WORK INDEPENDENTLY**
- **ABLE TO OPERATE OFFICE EQUIPMENT**

## **DUTIES:**

- **ANSWER PHONES AND TAKE MESSAGES FOR STAFF WHEN NEEDED**
- **TYPE AND FILE DOCUMENTS**
- **GREET AND ASSIST ALL COMMUNITY MEMBERS WHO COME IN THE OFFICE**
- **ASSIST THOSE WHO NEED TO SEND EMAILS AND FAXES**
- **OTHER DUTIES AS ASSIGNED**

## **COMPENSATION:**

- **\$20.00 PER HOUR**
- **37.5 HOURS PER WEEK**
- **MAY - SEPTEMBER 2026**
- **UP TO 16 WEEKS OF EMPLOYMENT**

**BBEDC WILL BE ACCEPTING APPLICATIONS UNTIL  
THE POSITION IS FILLED.**

**FOR AN APPLICATION OR MORE INFORMATION,  
CONTACT BBEDC AT 1-800-478-4370**