

**WICHITA AND AFFILIATED TRIBES  
TAX COMMISSION**



Opening Date: 01/05/2023

Closing Date: Open Until Filled

**POSITION DESCRIPTION**

**JOB TITLE:** Tax Clerk

**SUPERVISOR:** Tax Administrator

**LOCATION:** Tribal Complex-Multi Purpose Building

**GENERAL DESCRIPTION:** Under the direction of the Tax Administrator, performs a variety of administrative duties and clerical support for the Wichita Tax Commission.

**DUTIES AND RESPONSIBILITIES:**

1. Processes and submits invoices to Account Payables with all proper documents.
2. Obtains check signatures.
3. Prepares all outgoing mail and vendor payments.
4. Maintains Postage equipment and supplies.
5. Maintains inventory on all office supplies.
6. Answers and directs phone calls.
7. Responsible for preparing and sending deposit paperwork to Finley & Cook.
8. Maintains files and records according to pre-established office procedures and guidelines.
9. Maintains incoming/outgoing mail log.
10. In the absence of the Tag Agent will process all applications for Original, Transfer and Duplicate Titles issuance, inclusive of Title, Registration, Tag and Receipt issuance, calculating fees and assures that all proper documents have been submitted.
11. Performs other duties as assigned.

**QUALIFICATIONS:**

1. Must possess both oral and written communication skills.

2. Must possess Customer Service skills.
3. Must possess basic math and computer skills. Basic Knowledge of Microsoft Office.
4. Must be a self-starter and able to work independently with a minimum amount of supervision.
5. Must possess knowledge of office procedures, management and usage of office machines.
6. Must have excellent time management skills, the ability to prioritize work and multitask.
7. Must be able to maintain confidentiality.
8. Must be able to obtain and maintain a Wichita Gaming Commission license.
9. Must qualify to become a Notary Public.

#### **EDUCATION/EXPERIENCE:**

1. High school diploma or General Education Degree (GED).
2. Previous experience is preferred, but not required.

#### **PHYSICAL REQUIREMENTS:**

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

#### **PHYSICAL DEMANDS:**

1. While performing the duties of this position, the employee is often required to walk, stand, bend, kneel, and stoop. The position requires mobility.
2. The employee may frequently be required to sit for long periods of time.
3. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds.
4. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical office environment conditions with minimal travel outside the office. Works in an environment that is subject to interruption and demands accuracy. Occasionally required to deal with minor conflicts/ complaints.

**SPECIAL REQUIREMENTS:**

Possession of a valid Oklahoma Driver's License. Subject to a background check, drug screening, pre-employment screening test and Covid-19 testing. Wichita Tribal Member and Native American Preference applies. Direct Deposit is required.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skill required of personnel so classified.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

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EMPLOYEE DATE

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SUPERVISOR DATE

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TAX COMMISSION CHAIRMAN DATE