

## Benefits Clerk

The Seneca-Cayuga Nation is accepting applications for a Benefits Clerk. In compliance with the Seneca-Cayuga Nation, Tribal Government Office Employees Personnel Policy, applicants will be solicited from within the Nation, with consideration being given to upgrading the existing staff according to the Nation's Career Development Program. At the same time, all other applications will also be accepted for this position in order to satisfy the immediate need. Under the supervision of the Human Resource and Education Manager, the Benefits Clerk is responsible to handle all incoming calls, respond to the clients emails, accept applications, stamp in the applications as received, and assist with the applicant's questions. Will work with staff on the applicant file completion and respond to the applicant's question on status of complete/incomplete application process. Performs basic clerical tasks, such as systematically arranging applications by date of received, prepares the check request once file is complete and indexes documents according to an established filing system. Sorts and prepares documents for imaging correctly and accurately indexes images. Operates office equipment and completes general office work. Other duties assigned. Qualifications and Requirements: Minimum of a High School Diploma or Equivalent. Must have knowledge of document imaging/scanning hardware and software, and experience creating electronic copies of documents. Strong computer skills, including experience with Microsoft Office and document creation software such as Adobe Acrobat, is required. Customer service experience preferred. Ability to multi-task and carry out job duties accurately in a busy environment is required. Selected applicant will be required to complete a drug screen and submit to a background check. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at [www.sctribe.com](http://www.sctribe.com). Resumes with applications may be submitted to Human Resources or online at [cbrown@sctribe.com](mailto:cbrown@sctribe.com) or [cjones@sctribe.com](mailto:cjones@sctribe.com) Indian/Tribal Preference will be observed in the filling of this position. Position closes 5/29/2019 at 5pm.

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