



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Hualapai Day Care” Hwalbay Hma:ny Ba Viso:jo Receptionist/Secretary
DEPARTMENT: Hualapai Education & Training
SALARY: DOQ
CLASSIFICATION: Full-time/Permanent
OPENING DATE: September 16, 2013
CLOSING DATE: Open Until Filled

THOSE THAT APPLIED BEFORE, DON’T NEED TO RE-APPLY.

SUMMARY OF JOB DUTIES:

Answers telephone greets and routes walk-in guests and performs clerical duties to support the daily business activities of the program.

ESSENTIAL FUCNTIONS:

- Answers the telephone, relays messages to appropriate staff members, and receives messages as required.
- Greets visitors and directs them to proper locations.
- Provides supportive services to staff by screening calls, reminding them of scheduled appointments and meetings, completes memos and keeps track of deadlines.
- Documents incoming mail and distributes to appropriate staff.
- Type letters, reports, budgets, etc. from longhand, rough draft, verbal instructions. Proof reads work for accuracy.
- Establish and maintain filing system for correspondence, reports, requisitions, purchase orders and financial reports, etc.
- Prepares monthly mileage log and supports staff in keeping it up to date.
- Prepares paperwork necessary for position changes and travel.
- Prepares time cards for all staff.
- Assists staff with requisitions.
- Distributes payroll, travel, and reimbursement checks and mail and messages.
- Prepares purchase orders.
- Attends staff meetings, assists with taking and typing accurate minutes.
- Order office and other supplies as needed for programs under the departments.
- Performs other duties as assigned to maintain and enhance program operations.
- Maintain department’s purchase requisition/disbursements authorizations, incoming/outgoing vendor payments, and correspondence.
- Maintain department’s calendar and schedule.
- Maintain department’s equipments inventory through appropriate request system.
- Maintain hard copy and electronic filing system.
- Sign for UPS/fed Ex/Airborne packages.
- Research, price, and purchase office furniture and supplies.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- High school diploma or equivalent.
- Experience as an office clerk, preferred.
- Able to work with the General Public, screen calls, handle difficult people, and use interpersonal skills.
- Able to operate business machines, i.e. calculator, copier, facsimile.
- Knowledge of operating computer software, word processing programs, and database management systems.
- Work as a team member.
- Strong verbal, written and analytical skills required.
- Able to effectively work with others to create an efficient and organized atmosphere.
- Must maintain or obtain a valid driver's license within 3 months of the hire date.
- Must acknowledge and agree to the Drug Free Workplace as a condition of employment with the Hualapai Tribe.
- Regular attendance mandatory.
- Must submit to a pre-employment and random drug/alcohol screening.

How to apply:

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

Preference:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and Public Law 96-638, section 7B.

The Hualapai tribe is an equal opportunity employer/program
Auxiliary aids and services available upon request to individuals with disabilities