



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Receptionist/Clerk
DEPARTMENT: Health Department
SALARY: \$10.00 -12.00/ Hr. depending on experience
CLASSIFICATION: Full-time/ Permanent
OPENING DATE: October 27, 2015
CLOSING DATE: November 9, 2015

SUMMARY OF JOB DUTIES:

The position provides Reception/Clerical services for the Health Education and Wellness Department. These activities will include; customer service, security, quality assurance, appointment system, telephone system, employee time cards, property, transportation vehicle and tracking system, requisition and data input.

Essential Functions & Work Conditions:

- Provides appropriate customer service and security in coordination with supervisor.
- Participates in quality assurance activities and is knowledgeable and mindful of confidentiality laws and regulations.
- Telephone services are delivered with proper etiquette and in a supportive manner.
- Input data on a computerized appointment system for counselors and other providers, when developed and implemented.
- Prepares timesheet activities for HEW staff.
- Maintains record keeping for all equipment purchased, destroyed or sold property using policy and procedures of the tribe.
- Assists with Fleetmatics to track GSA and HEW Tribal Vehicles for service and employee activities.
- Assists with maintaining confidential files, which include completed program or department training requirements, and initial background and fingerprint documentation.
- Orders administrative supplies, re-fill printers with copy paper as needed.
- Distributes mail/memos from the post office and tribal office.
- Prepares requisitions, purchase orders, payroll, travel, expense claim and reimbursement.
- Agrees not to disclose client's protected health information and promptly report suspected or known violations of such disclosure to the supervisor.
- Maintains the confidentiality of all client care information including protected health information.
- Attends staff meetings when available, assists with taking and typing accurate minutes.

- Orders office and other supplies as needed for programs under the HEW department.
- Maintains GSA vehicles i.e.; ensures proper maintenance is performed and reports mileage to GSA
- Performs other duties as assigned to maintain and enhance program operations

Education, Experience and Skills Required:

- Must possess a valid driver's license and be eligible for the tribes insurance.
- Must possess a High School Diploma or GED.
- Must possess general knowledge of and demonstrate skills in general office procedures.
- Must be able to operate business machines, i.e. calculator, copier, facsimile.
- Experience in accounting and office management.
- Strong verbal, written and analytical skills required.
- Must be able to effectively work with others to create an efficient and organized atmosphere.
- Ability to work as a team member.
- Knowledge of operating computer software, word processing programs, and database management systems.
- Must acknowledge and agree to the Drug Free Workplace as a condition of employment with the Hualapai Tribe.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO 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 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities