HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE

JOB TITLE: **Office Clerk**
DEPARTMENT: **Finance**
CLASS: **Regular Full-Time/Non-Exempt**
SALARY: **D.O.Q**
OPENS: **October 23, 2015**
CLOSES: **October 29, 2015**

POSITION SUMMARY:

Under the general supervision of the Finance Director, the Office Clerk is responsible for the creation and maintenance of all grants and contracts files for the Finance Director. Types reports and cover letters to granting agencies. Complete granting agency reports as assigned. Crossed trained to cover all clerk positions to fill as needed.

ESSENTIAL FUNCTIONS:

- Regular attendance is essential;
- Files all grants and contracts documents;
- Types reports and cover letters;
- Ability to learn new job duties;
- Logs all grants and contracts;
- Process all tribal members applications for medical, utility, handicap, elderly utility, school clothing, elderly social services, eyeglasses and dental assistance.
- Prepare requisitions for all assistance;
- Keeps track of balances of tribal members assistance on spreadsheet;
- Collects receipts for medical and school clothing yearly;
- Must have excellent customer service;
- Makes sure applicants are members;
- Makes sure guidelines are followed;
- Maintains gaming files;
- Other duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- High School Diploma or GED;
- Basic knowledge of accounting procedures;
- One (1) year of related accounting experience;
- Strong communication skills required;
- Must be able to operate a computers, fax machine, a copy machine and other office machines as required;
- Maintain confidentiality.
- Must pass a background check.

- Experience using Microsoft dynamics, preferred;
- Knowledge of federal grants and contracts law is preferred.
- Must submit to and pass a pre-employment drug/alcohol and random screenings.

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