



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Filing Clerk (OVW-DOJ)
DEPARTMENT: Human Services
CLASSIFICATION: Temporary
SALARY: Depending on Experience
OPENING DATE: February 4, 2016
CLOSING DATE: February 17, 2016

SUMMARY OF JOB DUTIES:

Under the supervision of the Domestic Violence Coordinator. will record the Domestic Violence Reports from B.I.A. Dispatch, Tribal Police and Self Referral. Will ensure there is a record of referrals made for the victim/family, types of services, i.e., counseling, Housing Assistance, Child Care, Self-Help classes, etc.

ESSENTIAL FUNCTIONS:

- ♦ Will track the following for the victim/family: Age, Gender and Race.
- ♦ Will record the types of service provided for family: Counseling, DES, Medical, Housing, Court, etc.
- ♦ Will assist in general filing for domestic violence program.
- ♦ Other duties assigned.

MINIMUM QUALIFICATIONS REQUIREMENTS:

- ♦ High School or General Education Diploma or in lieu, must have 3-5 years of general clerical skills.
- ♦ Previous experience working with an Indian Community.
- ♦ Knowledge of Excel formatting to general reports for program and overall knowledge of computer.
- ♦ Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

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 applications are considered without regard to age, sex, race, national origin, religion, marital status, Or physical disability. However, preference may be extended to person of

Indian decent 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