



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Receptionist/Secretary
DEPARTMENT: Hualapai Education & Training
CLASS: Full Time/Permanent
SALARY: D.O.E
OPENING: July 20, 2016
CLOSING: Open Until Filled

SUMMARY OF JOB DUTIES: Answer telephones, greets and routes walk-in guest, performs duties to support the daily business activities of the department.

ESSENTIAL JOB FUNCTIONS:

- Answer telephone, relays messages to appropriate staff members.
- Greets visitors and directs them to proper location.
- Maintain professional attitude at all times.
- Provide supportive services to staff by screening calls, reminding them of scheduled appointments and meetings, complete memos and keep track of deadlines.
- Documents incoming mail and distributes to appropriate staff.
- Type letters, report, 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.
- Review accuracy of time cards for all staff prior to program directors signature.
- Performs other duties as assigned to maintain and enhance program operations.

MINIMUM, QUALIFICATIONS:

- High School Diploma or GED.
- Experience as an office clerk, preferred.
- Must have a valid driver's license and be eligible for the tribes insurance.
- Able to work with the general public, screen calls, use interpersonal skills.
- Able to operate business machines, calculator, copier machines, facsimile, laminator.
- Knowledge of operating computer software, word processing programs, and database management system.
- Strong verbal, written and analytical skills required.
- Regular attendance is essential.
- Submit to and pass required pre-employment and random Drug/Alcohol Screening.
- Must possess a Fingerprinting Clearance Card or obtain one before hiring.
- Submit to and pass required Local, State and Federal Background Checks.

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) 2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed employment application by 5:00 PM on 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 9-638, Section 7B.

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