



## **HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE**

**Job Title:** Secretary  
**Department:** Emergency Services/Animal Control Division  
**Class:** Full-Time/Covered-Non-Exempt  
**Salary:** D.O.Q.  
**Opening:** March 9, 2017  
**Closing:** March 22, 2017

### **Position Summary:**

Under the supervision and guidance of the Animal Control Division Chief, the Animal Control Secretary will provide support and perform clerical and data entry duties.

### **ESSENTIAL FUNCTIONS:**

- Answers incoming telephone calls, in-person reception, log each contact.
- Must have knowledge and skills of basic computer programs
- Knowledge and skills of implementing reports, graphs for statistical data entry
- Knowledge and skills of clerical duties
- Data Entry of licensing, coordinate appointments with cliental
- Knowledge and skills of customer service
- Knowledge and skills to operate telephone, fax machine, computer, and radio equipment
- Ability to work effectively within Division and Tribal Government and outside agencies
- For coordination of meetings and related duties of the program

### **MINIMUM QUALIFICATION REQUIRMENTS:**

Applicants will be given a prescreening for basic background and complete knowledge skills inquiry form upon notification of recruitment for interview with the hiring board.

All Applicants must possess the following:

- High School Diploma or General Education Diploma (GED)
- Must have a valid Driver License and be eligible for the tribe's insurance.
- Pass background clearance
- Pass pre-employment drug/alcohol screening

### **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 more information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A résumé' 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**