

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#18-024	October 20, 2017	November 3, 2017
POSITION TITLE AND DEPARTMENT		SALARY
Secretary Tribal Maintenance Department		\$29,120.00 Per Annum.

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Regular Full-time position. (non-exempt)
- Applicant must have a valid driver's license.
- Applicant will be subject to and pass a local/Tribal and State background check.
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Secretary, under the direct supervision of the Director, the Secretary shall perform data entry and general office duties. The Secretary is responsible for handling all incoming calls and re-direct appropriately. Shall assist callers with general questions and identify correct departments, providing exceptional customer service accordingly. Shall process daily expedited mail by coordinating ingoing/outgoing mail and dropping off/picking up materials if needed, by utilizing the department vehicle for official business. The Secretary shall file and retrieve data on demand by maintaining and organizing record keeping and follow-up system. Shall utilize basic accounting procedures to accurately manage account invoice payments, accounts receivable and account analysis as time permits. Shall submit reports of account activity to the Director in a timely manner. Maintains a safe and clean work environment by complying with procedures, rules and regulations. Shall be consistent by maintaining a professional demeanor and work ethic. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had two years (2) of specialized experience.

Specialized experience is experience in office duties that included accounting or in a job related field. *Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".*

