

JOB ANNOUNCEMENT

POSITION: Human Resources Secretary

PROGRAM: Human Resources

SUPERVISOR: Human Resources Director

SALARY RANGE: \$16.15 – \$18.67 an hour (Grade 13-16, Step 01)

LOCATION: Owyhee, Nevada Tribal Headquarters

CLASSIFICATION: NON-EXEMPT

OPENS: March 14, 2023

CLOSES: March 27, 2023

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resources Department. Any questions regarding this position is to be directed to the Human Resources Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.

SPECIAL CONSIDERATIONS: This position is subject to initial and random drug testing as well as a thorough background check. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

BASIC FUNCTION:

The incumbent will report to the Human Resource Specialist. The incumbent may have other duties as assigned. Will serve as the Human Resource Secretary maintaining employee records.

DUTIES:

1. Will meet and greet Human Resources department visitors.
2. Will assist applicants in completing applications, copies, and fax information.
3. Keep an accurate log of all incoming job applications.
4. Will maintain Human Resources calendar.
5. Will maintain all employee files.
6. Will answer all incoming telephone calls. If the department is unavailable to take telephone calls, the incumbent will take messages for the Human Resources Department.
7. Will be required to perform duties such as typing, filing, and other duties as necessary to maintain efficiency in the Human Resources Department.
8. Will route all forms for signatures from Human Resources.
9. Will keep HR job listing updated on the tribal website and update current post Job Announcement/listings in the local area.
10. Refers inquiries to the appropriate staff.
11. Assist with drug testing collections.
12. Will assist with the orientation process.
13. Will assist in changes on all employee status, i.e. change of address, departmental transfers, rate increases, terminations and forward to payroll department for update.
14. Will assist in updating the MIP system.
15. Performs other job-related duties as required.

OTHER FACTORS INFLUENCING POSITION:

1. Will maintain confidentiality within the Human Resources Department and various assigned departments.
2. Will work closely with the Human Resource Staff in completing daily tasks and/or attending meetings.
3. Ability to maintain a good working relationship with all co-workers and the general public and to use good judgment in recognizing scope of authority.

MINIMUM QUALIFICATIONS:

(All required documentation must be attached to application)

1. Must have a High School Diploma or have successfully completed the GED Program.

2. Must have a valid Nevada or Idaho Driver's License.
3. Must have one year secretarial or office experience.
4. Ability to learn and understand Tribal policies and procedures.
5. Must have one-year computer experience and demonstrate proficiency in the use of Microsoft-based programs, specifically; Windows, Word, PowerPoint, Outlook, Excel and Internet.
6. Must have one-year experience in Customer Service.