

# JOB ANNOUNCEMENT

**POSITION:** Administrative Assistant  
**PROGRAM:** Irrigation  
**SUPERVISOR:** Water Resources Director  
**SALARY:** Grade 19, \$19.25  
**CLASSIFICATION:** Non-Exempt  
**LOCATION:** Owyhee, NV

**OPEN:** February 23, 2021

**CLOSES:** March 9, 2021

**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 Resource Department. Any questions regarding this position is to be directed to the Human Resource 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. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

**SPECIAL CONSIDERATIONS:**

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. This position has access to the planning and budget process for the Shoshone-Paiute Tribes. Additionally, this person periodically operates a Tribal vehicle (Unless excepted under the provisions of the American Disabilities Act).

**JOB SUMMARY:**

The incumbent assists the Water Resources Director with all aspects of Irrigation program administration, modernization, and rehabilitation. Other responsibilities include: special assistance to the Water Board; build moral among the crew; customer service with the public; planning and organizing public events; public education; maintain social media communication with the public; maintain the director's calendar; aid to the success of the overall mission of DVIP.

**ESSENTIAL FUNCTIONS:**

- Attends Water Board meetings- including night meetings.  
-Publishes agenda to the public and transcribes meeting minutes after approval by the Water Board.
- Schedule meetings and arrange conference rooms.
- Prepare statistical reports.
- Manage spreadsheets.
- Greet and receive visitors.
- Plan community events for the program.
- Plan moral activities for staff and crew.
- Prepare confidential and sensitive documents.
- Coordinates office management activities.
- Determine matters of top priority and handle accordingly.
- Educate the public.
- Takes and transcribes dictation.
- Helps prepare office budget.
- Plans events and educational activities.
- In charge of weekly newsletter, social media, and public communication.
- Coordinate travel arrangements for DVIP crew; prepares itineraries; compiles and maintains travel vouchers and records.
- Operate office equipment, such as photocopy machine and scanner.
- Direct the general public to the appropriate staff member.
- Maintain hard copy and electronic filing system.

**DESIRED QUALIFICATIONS:**

- Bachelor of Arts or higher degree in English, Communications, Public Relations, or related field.

**MINIMUM QUALIFICATIONS:**

- Must have a High School Diploma or have successfully completed the GED Program (copy must be attached to complete applications form).
- Must have driver's license and willingness to travel on Departmental Business.
- Ability to maintain a good working relationship with all co-workers and the general public.
- Demonstrate full competence in the use of office machines, including: multi-function copy machines, fax machines, and scanners.
- Willingness to learn new systems.
- Knowledge of modern office methods and procedures, filing, telephone techniques, and office equipment, as well as English usage, spelling, grammar, and punctuation.
- Will be required to coordinate with other Tribal offices in establishing meetings, coordinating administrative matters, and ensuring travel and lodging arrangements are addressed in a timely manner.