

JOB ANNOUNCEMENT

POSITION: Mail Clerk
SALARY: Grade 12 ; \$13.88 Hr.
DEPARTMENT: Property & Supply
SUPERVISOR: Property & Supply Supervisor
DIVISION: Finance
CLASSIFICATION: Non-Exempt
LOCATION: Owyhee, NV

OPENS: April 28, 2021

CLOSES: May 11, 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 initial and random drug testing as well as a thorough background check because of access to confidential Tribal Council projects, financial records and cash, as well as sensitive personal data. This position will not have access to individual medical records. This position trains and augments persons handling cash and must meet the conditions to be bonded. Additionally, this person periodically operates a Tribal vehicle.

BASIC FUNCTION: The incumbent will serve as Mail Clerk for the Tribal Organization. Performs a variety of duties related to the processing and delivery of regular and specialized mail and/or packages to the proper destination, which involves the use of a motor vehicle.

PURPOSE: To ensure the proper and expeditious delivery of all incoming mail and packages to tribal council and staff.

DUTIES:

1. Every day, the mail clerk receives and date stamps all incoming mail and routes to the proper department.
2. Unsure whether a piece of correspondence is considered urgent, he/she will consult the Administrative Officer.
3. When courier is unavailable the mail clerk will be responsible for daily duties.
4. Receives and sorts incoming and outgoing mail and packages.
5. Delivers and picks up or oversees the delivery and pick up of mail at specified locations.
6. Weighs and stamps or makes proper arrangements for outgoing mail and items requiring special handling, operating mail processing machines as necessary.
7. Researches locations and redirects mail addressed items.
8. Maintains logs of postage charges, receipt forms, and other records as required.
9. May be accountable for adhering to specific time schedule.
10. May be responsible for lifting and moving heavy items.
11. Performs other job-related duties as assigned.
12. Mail will be routed to Property and Supply once separated.
13. Will orient all backup mail clerks.

OTHER FACTORS INFLUENCING POSITION

1. Will maintain confidentiality within the Mail Department and various departments.
2. Will have knowledge of HIPAA regulations.

PHYSICAL DEMAND: Must be able to lift and transport 25 pounds. This may be accomplished with assistive devices, if required.

MINIMUM QUALIFICATIONS:

1. Must have a High School Diploma or have successfully completed the GED Program.
2. Must have a valid Driver's License and be insurable with the Tribes Insurance Carrier.
3. Must have six months office experience.
4. Must have six months experience in Customer Service.
5. Ability to learn and understand Tribal policies and procedures.
6. Must have six months computer experience and demonstrate proficiency in the use of Microsoft-based programs, specifically; Windows, Word, PowerPoint, Outlook, Excel and Internet.
7. Ability to maintain a good working relationship with all co-workers, the general public and to use good judgment in recognizing scope of authority.
8. Must pass a background check.