

JOB ANNOUNCEMENT

POSITION: Property & Supply Technician
PROGRAM: Property & Supply/Finance
ACCOUNT CODE: 40-8000-0000-26-6000
SUPERVISOR: Property & Supply Supervisor
SALARY: \$20.44 per hour (**Grade: 17, Step:01**)
CLASSIFICATION: Non-Exempt
LOCATION: Owyhee Community Health Facility

OPENS: September 17, 2025

CLOSES: October 17, 2025

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.

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-

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment because of access to confidential projects, financial records, and sensitive health care items (sealed). Additionally, this person operates Tribal equipment and vehicles (Unless accepted under the provisions of the American Disabilities Act) and may come into contact with hazardous materials.

SUMMARY OF FUNCTIONS:

A Supply Technician handles the supply of goods, manages and processes the receiving and storing of goods. Is responsible for handling all the incoming and outgoing products, ensuring accuracy in inventory and logistics. Will be in charge of maintaining and keeping records, loading and unloading shipments and deliveries, verifying invoices, and processing documents. Must adhere to the policies and regulations and maintain a safe environment for everyone. Will assist the Supply Supervisor/Specialist in the inventorying process of all equipment/property of the Shoshone-Paiute Tribes. Incumbent will enter inventory data into MIP accounting software. When necessary, will perform courier services to pick up or drop off supplies and other items as necessary, to include personnel drop-off and pick-up. Good math and organizational skills are essential for this job.

MAJOR DUTIES & RESPONSIBILITIES:

1. Assist the Property & Supply Supervisor in the equipment inventorying process, or perform equipment inventorying independently.
2. Enter and maintain asset data in MIP and program inventory spreadsheets (Excel)
3. Catalog property, verify tags, and maintain inventory records in accordance with SPT policies & procedures.
4. File and organize property and supply records, including receipts, transfer forms, and disposal documentation.
5. Receive, issue, and track supplies and equipment to/from property and supply office.
6. Process requisitions, purchase order requests, and receipts for supplies in compliance with SPT procedures.
7. Ensure proper storage, tagging, and documentation of items.
8. Assist program staff with supply ordering as directed by the Supervisor
9. Perform courier duties, including delivery and pick-up of supplies, documents, cash deposits, and vehicles for service, sometimes out of town.
10. Provide back-up support for mail delivery when the Mail Clerk is unavailable.
11. Maintain accurate receipts and documentation for all deliveries and transfers.
12. Assist the Supervisor in preparing inventory reports and reconciliation documents for Finance and auditors.

13. Notify Supervisor of discrepancies, missing property, or damaged equipment.
14. Follow established property and supply policies, ensuring all activities comply with Tribal and federal regulations.
15. Perform other duties as assigned by the Property & Supply Supervisor to support effective management of Tribal property and supplies.

MINIMUM QUALIFICATIONS:

1. Must have a High School Diploma or successfully completed the GED Program.
2. Must possess accurate computer keyboard skills and have knowledge of Microsoft-based programs, specifically: Word and Excel.
3. Must possess and maintain a valid driver's license and be insurable under the Tribe's vehicle insurance policy.
4. Must have good math and organizational skills
5. Must be able to work in a Warehouse/Office workspace
6. Must be able to lift objects over 50 pounds
7. Must be able to meet physical demands of position

Physical Demands:

This position requires regular periods of standing, walking, bending, stooping, reaching, pushing, and pulling equipment. The employee must be able to lift and carry items weighing up to 50 pounds. The job also involves handling and moving packages, boxes, and equipment, as well as using tools and office equipment that require good hand-eye coordination. Driving a motor vehicle is required for supply runs and transporting equipment or vehicles for maintenance.

Work Environment:

Primarily office/warehouse setting with occasional travel for supply runs. May involve exposure to weather conditions and moderate physical labor during deliveries and inventory.