

JOB ANNOUNCEMENT

Position: Secretary/Data Entry Clerk
Salary: \$15.01 (Grade 11, Step 02)
Program: Fish & Game
Supervisor: Director of Fish & Game
Division: Tribal Administration
Classification: Non-Exempt

OPENS: January 13, 2023

CLOSES: February 14, 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 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 CONSIDERATION:

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into close contact with children and seniors in the course of delivering service to the community. This individual works in hazardous environments (machinery, electricity, chemicals, and has fiscal responsibilities for monitoring department financial transactions.

JOB FUNCTION:

Under the direct supervision of the Fish & Game Department Director, the incumbent will assist in the office functions as a Secretary/Data Entry for the planning and developments surrounding the F&G Department administration of the Shoshone-Paiute Tribes of the Duck Valley Indian Reservation.

SPECIFIC DUTIES:

1. Will create narratives, correspondence, forms and memos for the F&G Department using a computer.
2. Will be responsible for creating brochures for F&G Department's fishing, hunting, camping programs and trade shows. Will be responsible for guiding, accounting and organization as it pertains to these activities.
3. Will be responsible for issuing fishing/hunting, transport permits and wood cutting permits for tribal members, and guided antelope hunting permit and transport permits for non-tribal members.
4. Will assume some administrative duties to keep an office running smoothly by scheduling appointments, answering and screening telephone calls, filing and tracking purchase orders and vendors, typing (mostly on a computer), and working with the Travel Coordinator to arrange and keep track of travel associated costs.
5. Will type and route correspondence and provide general information to the general public, including fielding fisherman phone calls and visits.
6. Will establish and maintain an effective filing system including recording, compiling, and tabulating financial transactions utilizing Microsoft Office software programs.
7. Makes computer files of correspondence and other printed materials by scanning into electronic format for filing and storage.
8. Performs research of requested information for use by the F&G Department staff.
9. Compiles, tabulates, and checks statistical data for office use. Responsible for bills paid and due, develops and puts together reports to show statistic such as cash receipts and expenditures, accounts receivable and payable. Will work closely with the Finance Department of the Shoshone-Paiute Tribes and will need to become proficient in the MIP accounting software program.
10. Generate purchase orders and payment requests, gets authorizing signatures for approval.
11. Maintains supplies for the F&G Department.
12. Must work with numbers, do detailed work with data, be precise, work well with

people, make decisions based on experience and be familiar with accounting procedures.

13. Will enter data into applicable computer programs (i.e. Excel, etc.) and keep the data well-organized using computer and paper copies.
14. Will assist in managing the organization of the annual community Arbor Day/Earth Day and 4th of July celebrations.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Must be a High School Graduate or have successfully completed the GED Program.
2. Must be proficient in Microsoft Office software programs, particularly Excel, Word, and PowerPoint (**a test will be administered**).
 - Additional credit will be given to those applicants with demonstrated familiarity with the Sho-Pai Tribes' MIP accounting software program
 - Additional credit will be given to those applicants with demonstrated familiarity with Tribal time and attendance policies, procedures, and software.
3. Must be able to type a minimum of 40 WPM (**a test will be administered**) on a computer.
4. Experience using Microsoft Office software program (Excel, PowerPoint, Publisher, and Word).
5. Must be congenial due to the relationship with the general public on a daily basis and must be able to communicate in an effective manner.
6. Any combination of experience and/or education, which demonstrates the qualifications described above, may be substituted.
7. Must have a valid Idaho or Nevada Driver's License.
8. Testing of computer skills will be part of the evaluation process.

PHYSICAL DEMANDS:

Work is both sedentary and walking.

Physical demands are minimal. No heavy lifting, carrying or walking will be required for this position other than regular office equipment and around immediate work environment.

WORK ENVIRONMENT:

Work is normally performed in an office setting which is adequately lighted, heated and ventilated.