

## **JOB ANNOUNCEMENT**

**POSITION:** Sho-Pai News Reporter  
**PROGRAM:** Sho-Pai News  
**SUPERVISOR:** Sho-Pai News Editor  
**SALARY RANGE:** \$15.37 per hour (**Grade: 12, Step 01**)  
**BUDGET LINE ITEM:** 20-2020-0000-23-6000  
**CLASSIFICATION:** Non-Exempt  
**LOCATION:** Owyhee, Nevada

**OPENS:** May 2, 2023

**CLOSES:** May 30, 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.**

### **Special Consideration:**

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive personal and Tribal data. This person regularly comes into contact with children and seniors. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

## **POSITION SUMMARY:**

Will be under the direct supervision of the Sho-Pai Editor who is ultimately responsible for the publication and content of the Sho-Pai News. The incumbent will report and write news articles and take photographs for monthly publication in the Sho-Pai News for the Shoshone-Paiute Tribes in accordance with Tribal policy.

## **SPECIFIC DUTIES:**

1. Will report on meetings, events and issues deemed important to the Shoshone-Paiute Tribes.
2. Will research and write complete news articles, as assigned and completed in a timely manner.
3. Will communicate with individuals and agencies for publication materials.
4. Will type articles for newspaper on the computer.
5. Will take photographs and download into a working file for publication in the Sho-Pai News.
6. Will perform general clerical duties.
7. Will keep an updated record of Sho-Pai News Subscriber List's.
8. Will travel as necessary, including weekends.
9. Will perform other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

1. Must have a High School Diploma or have successfully completed the GED Program.
  2. Related training beyond High School in the areas of English Journalism or a Technical Communication Field (Desired but not necessary).
  3. Must have the demonstrated ability to do creative and technical writing. (Writing Test will be administered prior to interviews).
  4. Must be able to type 45 words per minute. (A test will be given to determine speed and accuracy).
  5. Must be a self-starter, with good communication skills and the ability to relate with people in a positive manner.
  6. Must be able to perform research on articles and interview individuals to obtain correct information.
  7. Must be willing to maintain flexible hours, with occasional evening and weekend work.
  8. Experience in photography helpful, but not necessary.
  9. Must have a valid Driver's License.
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