

JOB ANNOUNCEMENT

POSITION: Supply Clerk/Courier
PROGRAM: Property & Supply/Support Services
ACCOUNT CODE: 40-8000-0000-22-6000
SUPERVISOR: Property & Supply Supervisor
SALARY: \$15.70 per hour (Grade: 14, Step:01)
CLASSIFICATION: Non-Exempt
LOCATION: Owyhee Community Health Facility

OPENS: September 9, 2022 CLOSES: October 10, 2022

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 because of access to confidential projects, financial records, and sensitive health care items (sealed). The incumbent comes into regular contact with children and seniors. 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:

The incumbent will perform clerical duties for the Property & Supply Department personnel in addition to processing requests for purchases from other departments if necessary. Assistance will be provided to the Supply Technician in the inventorying process of all equipment/property of the Shoshone-Paiute Tribes. Incumbent will enter inventory data into spreadsheets using excel. 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.

MAJOR DUTIES & RESPONSIBILITIES:

1. Assist the Supply technician in the equipment inventorying process, or perform equipment inventorying independently with/without Program staff.
2. Enter inventory data into various program inventory spreadsheets using excel.
3. Will enter data into the MIP system asset data-base once it becomes available.
4. Filing of paperwork relative to the equipment inventory.
5. Complete purchase order requests for ordering of supplies for the department and/or other departments as necessary or assist them with the ordering process.
6. Perform delivery/pick-up of necessary supplies/cash as needed, sometimes on a daily basis out of town.
7. Delivers/picks up vehicles out of town for repairs, etc. as necessary for the Fleet Manager and any other programs.
8. Perform mail duties when the mail clerk is not available.
9. Any other duties as assigned.

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 a current driver's license.
4. Able to change a tire and use a cell phone.
5. Must be willing to take bookkeeping/accounting courses if necessary.

Physical Demands:

The work requires regular recurring periods of standing, walking, bending, stooping, reaching, pushing and pulling equipment, carrying light work items, manual dexterity to handle and manipulate accessories. Operation of a motor vehicle: 2 to 3 hours of sitting, lifting packages of various types, boxes, etc. Manipulation of tire changing accessories and lifting of tire necessary.

Work Environment:

The work environment involves the normal and discomforts typical of an office setting and driving an automobile on a supply run.