

# **JOB ANNOUNCEMENT**

**POSITION:** Vocational Rehabilitation Administrative Secretary

**PROGRAM:** Tribal Programs

**ACCOUNT CODE:** 20-6200-0000-23-6000

**SUPERVISOR:** Vocational Rehabilitation Program Director

**SALARY RANGE:** \$18.67 per hour (Grade: 16 Step 01)

**CLASSIFICATION:** NON-Exempt

**LOCATION:** Owyhee, Nevada

**OPENS:** July 5, 2023      **CLOSES:** Open Until Filled

**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 the incumbent comes into regular contact with children/seniors and transports children. This individual has access to sensitive personal data. Additionally, this person periodically operates a Tribal vehicle (Unless excepted under the provisions of the American Disabilities Act).

## **SUMMARY OF FUNCTIONS:**

The Administrative Secretary will manage the daily operation of the office including administration assistance, receptionist, and secretarial duties of the Shoshone-Paiute Tribes Adult Vocational Rehabilitation Program in accordance with program goals and objectives of the program and funding sources.

## **MAJOR FUNCTION AND PURPOSE:**

Administrative secretarial services to Native Americans with disabilities who reside on or near the Duck Valley Indian Reservation consistent with their individual strengths, resources, priorities, concerns, abilities and informed choice, so that they may prepare for and engage in gainful employment, including self-employment, telecommuting and business ownership through Individual Employment Plans.

## **ESSENTIAL JOB FUNCTIONS:**

1. Under the supervision of the Vocational Rehabilitation Program Director.
2. Advanced and diverse secretarial and administrative assistance functions which support services to Native Americans living on or near the Duck Valley Indian Reservation with disabilities to achieve employment outcomes in self industry or in the job markets.
3. Receptionist and client record services of files, appointments, scheduling, recording and message deliveries for the VR program.
4. Secretarial services of office duties of equipment use and inventory control.
5. Consumer transporting.

## **MINIMUM QUALIFICATIONS:**

1. Highly motivated.
2. High School Diploma preferred or certifications of other academic disciplines relative to secretarial and vocational rehabilitation counseling services.
3. Two years experience of which have been spent in skill knowledge and ability necessary to perform the job duty tasks.
4. Ability to comprehend and train in VR program delivery and program requirements.
5. Diversity in office and program functions.
6. Valid State Drivers License, and be insurable under the Shoshone-Paiute Tribes insurance carrier.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Of sound moral character and convictions.
2. Of physical ability and mental comprehension to solve problems both human and technical.
3. Skill in utilizing computer for word processing and to collect, manage and enter data.

**OTHER FACTORS:**

1. Ability to travel when required for research and training.
2. Ability to participate professionally in confidence in private matters.
3. Ability to work professionally with other entities.