EMPLOYMENT OPPORTUNITIES

Job Title: Secretary I
Closing Date: Open Until Filled

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 27-006
Job Type: Full-Time Regular
Department: Department of Rehabilitation and Supervision
City: Sacaton, AZ
Location: 639 W. Seed Farm Rd.
Area of Interest: Administrative
Salary/ Hourly Rate: $15.15 - $18.31
Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:
The Secretary I performs routine secretarial assignments or a series of clerical and secretarial tasks. Some positions will require the ability to transcribe taped material. Secretary I is distinguished from the Secretary II primarily by the less complicated and more restricted clerical and secretarial assignments and responsibility.

ESSENTIAL FUNCTIONS:
- Answer telephone inquiries and speak with individuals who may come into the department with questions and/or concerns and direct them to the appropriate individual.
- Compose and prepare initial drafts of documents/correspondence, make corrections and prepare final document for circulation as directed.
- Responsible for receiving, stamping, logging and distributing department mail.
- Set-up and maintain all files.
- May assist in recording and transcribing, proofreading and editing meeting minutes.
- Provide secretarial assistance to director, office manager, and/or administrative assistant on day-to-day operations.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:
- Knowledge of business English, spelling and arithmetic.
- Skill in operating a typewriter and other common office equipment.
- Skill in taking notes and transcribing dictation from tape or notes (required for some positions).
- Ability to communicate effectively verbally and in writing.
- Ability to understand and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION AND EXPERIENCE:
High School Diploma or GED and a minimum of one (1) year experience in general clerical work.

ADDITIONAL REQUIREMENTS:

- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application**.

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:
The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)
Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
Preference point for Spouse of Community Member (with proof of spouse enrollment)
Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: **www.gilariver.org**