



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

JULY 12, 2013

#92-13

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES

POSITION: BHS SECRETARY

SALARY: \$9.50-\$11.00 PER HOUR

CLOSING DATE: **OPEN UNTIL FILLED**

INTRODUCTION:

The Secretary is under the direct supervision, guidance, and direction of the BHS Administrative Assistant. The Secretary performs daily secretarial, receptionist, and clerical duties and support and basic office management, serves as a receptionist to receives, announces, directs, and assists clients to appropriate personnel. The Secretary assists the Administrative Assistant in programmatic, financial, and fiscal functions.

DUTIES:

(THE FOLLOWING ARE ILLUSTRATIONS OF THE TYPICAL DUTIES AND RESPONSIBILITIES OF THE INCUMBENT AND ARE NOT TO BE CONSTRUED AS ALL INCLUSIVE.)

Composes routine correspondence from brief notes or oral instructions. Types and files various reports, letter, etc., assists in monitoring expenditures, makes travel arrangements, performs photocopying duties, maintain property files, conducts periodic inventory of equipment and supplies. Assist Administrative Assistant in the development, implementation, and maintenance of internal program budgets and spreadsheets. Provide research and data collection for preparation of proposals. Attend staff meetings and assigned trainings appropriate to the program. Participates in competency training as appropriate. Performs other duties or assignments as directed within the scope of duties and responsibilities, and/or activities.

WORK ENVIRONMENT:

A. Confidentiality

This position is exposed to highly confidential client information including treatment records, financial status, and demographic information. Must maintain client/patient confidentially and must be able to work with



confidential material in accordance with the Federal Health Insurance Portability and Accountability Act (HIPPA).

B. Internal and Public Contacts

This position involves constant direct interaction with clients, their families, the Clinical Director, direct care staff, Child Protective Services, Social Services, Indian Health Services, Probation, and other social services providers.

QUALIFICATIONS:

- Requires High School Diploma/GED, and a minimum of two (2) years administrative or secretarial experience.
- Typing with accuracy of 40/50 wpm. Possess proper spelling, grammar, and math skills. Must be organized, self-motivated, efficient, and able to work under stress.
- Computer literate with operating skills for application of test documents, spread sheets, and other systems.
- Must possess a current Valid Arizona State Driver's License.
- Ability to work well with the general public and work harmoniously with co-works.
- Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the Federal Health Insurance Portability and Accountability.

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE
DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers:

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.