



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas. Chairman

AUGUST 27, 2012

#92-12

VACANCY ANNOUNCEMENT

DEPARTMENT: EMPLOYMENT DEVELOPMENT & TRAINING

POSITION: CLERK

SALARY: \$10.00 HOURS

CLOSING DATE: SEPTEMBER 03, 2012- 5-DAYS IN HOUSE

CLERICAL WORKER DUTIES

The Clerical position will be doing the following:

- *Answering telephone calls, referral to individual receiving calls.*
- *Going on errands to tribal office for payroll, time sheets, mail, and other items that need to be picked up by the Workforce Investment Act offices.*
- *Delivery of participants to WIA workshops, classes, and other places that WIA has business.*
- *Completing an application on WIA participants. (Youth and Adults)*
- *Copying forms for participants to have to complete an application.*
- *Making sure that participants are not unwisely using the computers. The computers are for GED, resume writing, job search, etc.*
- *Reading the WIA Law and the Federal Regulations to become familiar with the program used by the Employment Development and Training.*

Other duties that the Clerical must have:

1. Valid Drivers License and GED or High School Diploma
2. Able to travel to various workshops with Department of Labor and the Arizona Department of Economic Security.
3. Must have a High School diploma.
4. Be able to use a computer in Word, Excel, and other uses in the WIA programs. (VOS, BearTracks)
5. Other duties include cleaning up the area using a mop, broom, cleaning tools necessarily.

The Clerical position will be paid from the Grants/Contracts from the Department of Labor and the Arizona Department of Economic Security. This is a permanent position with the Workforce Investment Act Employment Development and Training.

APPLY:

C.R.I.T. HUMAN RESOURCES DEPARTMENT

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://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 preference 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.

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave, Pre-Employment Drug Screening is required.