



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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

## VACANCY ANNOUNCEMENT

JANUARY 2, 2013

#01-13

DEPARTMENT: DHS-SOCIAL SERVICES  
POSITION: DHSS- SECRETARY  
SALARY: \$11.00- \$15.00 PER HOUR (D.O.E.)  
CLOSING DATE: **OPEN UNTIL FILLED**

### REPORTS TO:

EXECUTIVE DIRECTOR AND DEPUTY DIRECTOR (COMPLETES TASKS AS ASSIGNED AND DIRECTED BY THE ADMINISTRATIVE ASSISTANT)

### GENERAL DUTIES:

Perform responsible secretarial and minor administrative duties for the Executive Director and the Deputy Director as well as the Office of Social Services. Specific tasks and responsibilities are assigned by the Administrative Assistant. The Secretary/Receptionist position is located in the administration office of the Department of Health and Social Services and primarily performs day to day secretarial, receptionist, and general clerical assistance to DHSS Admin and Social Services staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

- Performs secretarial duties, including typing, correspondence, and reports. Receives and screens calls and correspondence directed to Administrative Staff and Program Staff.
- Manages the DHSS calendars and arranges tentative schedules while coordinating with the Administrative Assistant.
- Answers and screens telephone calls and relays messages. Responds to routine telephone inquires. Forwards calls to appropriate party.
- Receives, date stamps, and distributes incoming mail, faxes and purchase requisitions to appropriate staff.

- Prepares special and recurring departmental reports by gathering data from various sources, compiling and typing data. May at times revise and create special forms for DHSS documents under the supervision of the Administrative Assistant and /or the Executive Director or Deputy Director.
- Maintains a variety of logs and files for the Department.
- Performs other duties as assigned, and must be able to complete minor administrative functions independently as assigned.

**QUALIFICATIONS:**

- High School diploma or GED and two years of responsible secretarial or receptionist experience, or equipment and personal computers.
- Must be able to complete the assigned duties as described herein.
- Must have experience in the use of modern office equipment and personal computers.
- Must be proficient in the use of Microsoft Office software (especially Microsoft Word and Outlook).
- Must possess a valid driver license.

**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.