



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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

VACANCY ANNOUNCEMENT

FEBRUARY 11, 2013

#20-13

DEPARTMENT: MUSEUM
POSITION: SECRETARY
SALARY: D.O.E.
CLOSING DATE: **FEBRUARY 15, 2013**

IN-HOUSE

DUTIES AND FUNCTIONS:

Under the direct supervision of the Museum Director, the incumbent assists the Director in the daily administration of the museum. These duties include processing mail, answering the telephone, filing, drafting letters and document, interfacing with other tribal government components to ensure compliance and functioning of museum with existing policies and procedures, order supplies, process travel, prepare time cards, and other duties as assigned

MINIMUM EDUCATION REQUIREMENTS:

- High School diploma or its equivalent is required for this position. Some college level coursework in business or administration is preferred.

REQUIRED SKILLS AND ABILITIES:

- Working knowledge of Microsoft Word and Excel is required.
- Must be able to type at least 40 wpm.
- Two years of administrative experience is required.
- The ability to effectively communicate in written and spoken English as well as a pleasing personal demeanor is required.
- Applicant must have a valid Driver's License.



- This position requires both a sense of organization and attention to detail that must be demonstrated in previous work experience.
- Applicant must be able to follow a regular work schedule and complete assignments within allotted time frame.
- Regular work attendance is required.
- Pre-employment Drug Screening.

**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.