



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

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

VACANCY ANNOUNCEMENT

APRIL 10, 2013

#43-13

DEPARTMENT: LAW & ORDER

POSITION: SECRETARY-RECEPTIONIST

SALARY: \$10.86 PER HOUR

CLOSING DATE: **OPEN UNTIL FILLED**

DUTIES/FUNCTIONS:

The incumbent is under the direction of the Juvenile Corrections Administrator with the primary duty as a receptionist to greet and direct visitors and officials to the appropriate venues as requested, including administrative office duties, maintaining cuff accounts of expenditures, budget and cost data information and ensures that all information is properly recorded and in accordance with Tribal and Federal procurement and financial regulations, in accordance with the P.L. 93-638 Contract for Juvenile Corrections Services. The incumbent assists in the preparation of program registration materials and performs registration materials and performs registration duties for all program activities as required. Performs other related duties as assigned.

BASIS OF RATING:

All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted, therefore, it is to the applicant's advantage to give complete and thorough responses in a neat and organized format (resume). Tribal, Indian, and veteran's preference eligibility will be determined on the basis of information submitted,

KNOWLEDGE, SKILLS AND ABILITIES:

A supplemental questionnaire is required and shall be written on a plain paper or addressed within the body of your application or resume describing your qualifications, experience, and/or education related to the following knowledge, skills, and abilities in the following order:



1. Knowledge of financial analytical skills, techniques and report writing. Ability to plan, organize and prioritize work to meet deadlines.
2. Knowledge of Tribal and Federal financial and procurement policies, procedures, and protocols.
3. Knowledge of P.L. 93-638 contract policies and procedures as it relates to the mission of Tribal government.
4. Skill in providing oral and written briefings, reports, and recommendations to meet program and contracting requirements.

EXPERIENCE AND EDUCATION REQUIREMENTS:

At the minimum, the incumbent must possess a diploma of graduation from an accredited High School (or GED equivalent), and successfully performed a minimum of one-year work related experience. Preference would be the completion of a two-year course of study in accounting, business, or financial management, and a minimum of one (1) year of accounting, administrative or government experience that includes use of computer accounting software, and training and work experience with P.L. 93-638 Indian Self-Determination and Education Assistance Act of 1975.

OTHER REQUIREMENT:

The incumbent is required, as an incidental duty, to operate a government-owned or Tribal leased motor vehicle, in the performance of duties; therefore, a valid state driver's license is required. The applicant must also have a safe driving record within the three (3) year period of appointment, and meet the safe driving requirements of the Tribes.

SPECIALIZED EXPERIENCE:

Upon hire the incumbent will be required to demonstrate progressively responsible accounting, business, or financial management experience which demonstrate (1) initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop data and other financial information; (2) ability to think logically and objectively, to analyze and evaluate financial, and related information and arrive at sound conclusions; (3) skill in written and oral reports and presentations of administrative findings in a clear, concise and impartial manner; and (4) tact; discretion, and capacity for obtaining the cooperation and confidence of others.

SECURITY, CLEARANCE, AND BACKGROUND REQUIREMENTS:

In accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act of 1990, the applicant must successfully complete a drug screening test prior to appointment. The background investigation will include: applicant screening, criminal history check, credit check, work history check, education check, fingerprint check, oral board review, and polygraph test.

**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.