

JOB OPENING ANNOUNCEMENT

Job Title: On-Call Support

Report To: HR Director

Department: Human Resources

Job Vacancy:

Status: Temporary; No Benefits (32 hrs.)

Wage: \$10.50 per hour

Opening Date: Open

Closing Date: Open

POSITION DESCRIPTION:

An On-Call employee, depending on level of background clearance (i.e., limited vs. full) will provide assistance to different departments with a variety of duties in an office setting, recreation projects and outdoor projects.

QUALIFICATIONS:

- Ability to follow prescribed instructions both written and verbal, on routine work assignments.
- Ability to maintain strict confidentiality.
- Must be able to work with minimum supervision.
- Ability to maintain effective working relationships with people of varied economic, educational and cultural backgrounds.
- Must be dependable and reliable.
- Employee must be 18 years of age.
- Employee must be an enrolled member of the Yavapai-Apache Nation.
- Spouse of an enrolled member of the Yavapai-Apache Nation.
- Valid Arizona Driver License is preferred but not required.

DUTIES AND RESPONSIBILITIES:

- Work in an office setting, recreational activities and outdoors.
- Work with children and elders.
- Perform a variety of clerical duties; filing, light typing, operate a fax machine, Xerox copy machine, other office equipment, etc.
- Greet the public and answer questions or refers questions to appropriate staff as necessary.
- Assist with outdoor clean-up, i.e., landscaping, community clean-up, washing of vehicles, etc.
- Occasionally operate outdoor equipment.
- Occasionally provide transportation for children and elders. Employee must have a valid driver's license and be insurable with the Nations auto insurance.

Physical Requirements

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the

employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

