

JOB OPENING ANNOUNCEMENT

Job Title: Administrative Assistant

Report To: Chief of Police

Department: YAPD

Job Vacancy: YAN-23-090

Status: Full-Time; Non-Exempt

Starting Wage: \$16.75 per hour

Opening Date: 10/23/2023

Closing Date: 11/3/2023

POSITION DESCRIPTION:

The Administrative Assistant receives and routes incoming phone calls and visitors to the appropriate staff. Other clerical services will be provided as assigned.

QUALIFICATIONS:

- Prefer High School Diploma, or GED.
- One (1) year experience in general clerical and/or receptionist duties.
- Working knowledge of basic telephone etiquette.
- Typing of 40 wpm.
- Must be able to operate various office equipment such as; postage meter, fax, copier, etc.
- Must handle all Police Department business in a confidential manner.
- Must pass a comprehensive background check as required.
- Must agree prior to employment to any lawful pre-employment drug testing.
- Personal computer skills a plus.
- Must be able to read, write and speak the English language. Bilingual a plus.
- Must have a valid AZ Driver License and be insurable with the Nations' insurance carrier.
- Evidence of continuing education to maintain any required Certifications/License and update knowledge and skills.

The Yavapai-Apache Nation reserves the right to waive any of the minimum qualification if in the opinion of the Tribal Chairperson the candidates' qualifications are adequate to substitute for the minimum qualifications

DUTIES AND RESPONSIBILITIES:

- Answers incoming phone calls; routine callers or provides information, as required.
- Receives the public and answers questions or refers them to appropriate persons as necessary.
- Maintain accurate phone extension listings.
- Performs light typing or filing as assigned.
- Opens, date stamps and distributes incoming mail, processes outgoing mail.
- Provides clerical support for shipping and receiving including typing purchase orders and checking in packages.
- Distributes pay checks, keeping payroll logs, maintaining supply closet, etc.

- Coordinates and oversees the activities of the general office, modifies routine procedures to improve office and program effectiveness.
- Seeks innovative ways to streamline and improve paper flow process and procedures.
- Supports and interfaces with other employees and tribal members.
- Maintains a positive working relationship with other tribal employees.
- Performs other duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to ten (30) 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.

**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**