

JOB OPENING ANNOUNCEMENT

Job Title: H.R. Administrative Assistant

Report To: HR Director

Department: Human Resources

Job Vacancy: YAN-24-067

Status: Full-Time; Non-exempt

Starting Wage: \$16.00 per hour

Opening Date: 7/15/2024

Closing Date: 7/26/2024

POSITION DESCRIPTION:

The Human Resources Administrative Assistant provides administrative support to the Human Resources Director and staff in various areas including, but not limited to, employee recruitment, interview process, personnel file management, drug & alcohol testing for pre-employment, random testing and post-accident.

QUALIFICATIONS:

- Possess a High School Diploma and/or Associates Degree in Business.
- Minimum at least one (1) year on-going experience with Human Resources, or administration related field.
- Must be able to type with accuracy and have excellent grammar and punctuation skills.
- Must be able to pay attention to detail and be accurate.
- Ability to maintain and update the Human Resources Information System (HRIS) or willingness to learn.
- Practical experience with Microsoft Excel, PowerPoint, Outlook, Word, and other software applications.
- Ability to demonstrate a high level of professionalism and confidentiality when interacting with employees and the public, and while working in a team setting. Ability to communicate effectively, both verbal and in writing.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy, and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Performs customer service functions by answering employee requests and questions.
- Receives the public in person and provides information if required and/or directs to appropriate staff for assistance.
- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.
- Process and review employment applications in order to evaluate qualifications or eligibility of applicants.
- Prepares applications for screening by the Human Resources Director.
- With prior approval, coordinates and schedules interviews for vacant positions, location, dates and times.

- Performs administrative duties for staff, i.e., duplicating, faxes, collating and mailing of letters and correspondence.
- Maintain Human Resources Department subject and personnel files in accordance with departmental filing plan.
- Prepares appropriate documents for alcohol and drug testing program.
- Prepares Personnel Action Forms for new hire, transfer, promotion, termination, etc.
- Process employment related **paperwork** including new hire and employment terminations to payroll.
- Establish and maintain new hire and termination logs.
- Assist with New Hire Orientation, which consists of explaining policies, benefits and procedures to employees.
- Sorts department mail for Director review and processing.
- Maintain daily logs: mail log, call logs, document logs, recruiting process logs, folder logs.
- May serve as an alternate for other administrative positions for providing temporary front desk coverage.
- Must maintain strict **confidentiality** of all personnel/individuals contractor/visitors related matters including, but not limited to, drug test results, background checks, medical information, and compensation.
- Maintains a positive and professional relationship with Tribal employees and public.
- Performs other related duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to twenty (20) 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**

