

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Administrative Assistant

**Report To:** Fire Management Officer

**Department:** Wildland Fire

**Job Vacancy:** YAN-25-63

**Status:** Full-Time; Non-exempt

**Starting Wage:** \$17.00 Per Hour

**Opening Date:** Monday, June 2, 2025

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The primary purpose of the Administrative Assistant is to provide administrative support to the YAN Wild Land Fire Fighters.

### **QUALIFICATIONS:**

- High School Diploma or GED.
- Knowledge of various computer applications such as Word, PowerPoint, Excel, Access, and Publisher.
- Ability to communicate both written and verbal effectively with other staff.
- Ability to keep a project on task to completion.
- Three (3) years' experiences in office management, secretarial and receptionist duties preferred.
- Applicant must possess 2 to 3 years of working experience
- Ability to read, analyze and interpret moderately complex data
- **Must possess a valid Arizona Driver License with a driving record acceptable to the Nations insurance carrier.**

### **DUTIES AND RESPONSIBILITIES:**

- Maintain firefighting equipment inventory, including checking equipment in and out before and after a fire.
- Organize and physically clean uniforms and equipment
- Maintain file records for contracted fire fighters, ensuring that all necessary documented are in files
- Assist departments in completing quarterly reports including the development of tools that will assist individuals in keeping track of monthly activities.
- Answer telephones and communicate with public
- Notify firefighters form employment opportunities using the "alert system."
- Create a Health & Human Services quarterly newsletter.
- Work collaboratively with departments to coordinate inter and intra departmental
- Strictly adhere to the principle of confidentiality.
- Uphold the vision, mission, and values of the Yavapai-Apache Nation.
- Follow safety standards while performing all aspects of the above listed duties and responsibilities.
- Adhere to Yavapai-Apache Nation service standards and organization values in all interactions with the Yavapai-Apache Community and fellow employees.
- Other duties as assigned.

### **Physical Requirements**

The employee must occasionally lift and/or move up to ten (10) 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.

**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](http://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**