



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

## **POSITION DESCRIPTION**

**Position:** Quechan Language Secretary/Transporter      **Salary:** \$16.00 Non-Exempt

**Opening:** Wednesday, October 23, 2024

**Closing:** Tuesday, November 5, 2024

### **BASIC FUNCTION:**

Under the direct supervision of the Language Director, the Secretary/Transporter will provide both clerical and transportation support for the Language program. The Secretary is responsible for providing classroom support to the Kwatsaan Language staff and maintaining a safe, clean learning environment for Kwatsaan Language students. He/she will provide clerical assistance to the Language Center, assume clerical duties, and operate standard office equipment to enhance the Language curriculum.

### **DUTIES & RESPONSIBILITIES:**

- Will communicate effectively both orally and in writing. Takes dictation/notes at an acceptable rate of speed, including the composition of correspondence, with proper English grammar, vocabulary and spelling.
- Ability to coordinate diverse activities, organize, and prioritize.
- Ability to work independently while recognizing situations which need a supervisor's attention and to maintain contact with all levels of management to establish a positive and cooperative working relationship with co-workers and the public.
- Ensure records are maintained, front desk and telephones are covered during working hours.
- Will provide transportation services to and from the Language program.
- Provide clerical assistance with overall classroom materials as other duties allow.
- Participate in all scheduled activities assigned by the Language Coordinator.
- Attend scheduled in-service and pre-service training as assigned.
- Operate computer utilizing software such as Excel and Miromaa; maintain electronic filing systems, databases, and spreadsheets and make data entries as required.
- Research, compile, and maintain accurate use of Kwatsaan nouns, verbs, and sentence structure.
- Carry out oral and written instructions in a timely and efficient manner and maintain

effective working relationships with co-workers.

- Maintain the work area and reception area in a neat and tidy manner.
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- Maintain and upgrade skills/knowledge as required by attending training/workshops.
- Perform other related duties as assigned.

**QUALIFICATIONS:**

- Must have a High School diploma or GED.
- Must possess and maintain a valid driver's license and be insurable by the Tribe.
- Must possess good written and oral communications skills with the ability to learn Kwatsaan language and orthography.
- Knowledge and ability to effectively operate a computer, software, and standard office equipment.
- Knowledge and experience in using Microsoft programs, Word, Excel, and record bookkeeping software.
- Must possess the knowledge/ability to maintain the confidentiality of clients and client records.
- Must be punctual, and dependable with good attendance record.
- Must be able to independently maintain order in a classroom.
- Must have a good knowledge of the Kwatsaan culture and be open to advancing his/her knowledge in the Kwatsaan Language.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe**

**Human Resource Department**

**350 Picacho Road**

**Winterhaven, CA 92283**

**Telephone: (760) 919-3600 Ext. 279**

**Fax: (760) 572-2961**

**Mailing Address:**

**P. O. Box 1899**

**Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at [hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.