



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

HUMAN RESOURCE DEPARTMENT

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

Phone (760) 572-0213

FAX (760) 572-0515

POSITION DESCRIPTION

Quechan Tribal Members Only

Position: Clerk/Receptionist - Social Services

Salary: \$11.33 per hour

Opening: Monday, February 04, 2019

Closing: Friday, February 15, 2019

BASIC FUNCTION:

Under direct supervision of the Social Services Director, this position is responsible for providing administrative support to the Social Service Department. Serves as the initial point of contact for all incoming calls and greets and directs visitors. Will perform basic clerical duties and functions and operate standard office equipment.

DUTIES & RESPONSIBILITIES:

- Answers telephone, courteously greets the general public and provides information and other assistance as needed.
- Types and prepares correspondence, reports and meeting minutes, maintains filing systems and sorts/distributes incoming and outgoing mail.
- Operates computer and requires skills with computer software to include: Word, Excel and Quicken; maintains electronic filing systems, databases, spreadsheets and enters data as required. Operates other standard office equipment.
- Compiles and maintains accurate and complete records of telephone/fax logs, and other reports.
- Carries out oral and written instructions in a timely and efficient manner and maintains effective working relationships with co-workers.
- Maintains work area and reception area in neat and tidy manner.
- Maintains and upgrades skills/knowledge as required by attending training/workshops.
- Performs other related duties as assigned.

QUALIFICATIONS:

- High school diploma or GED, and computer certification and knowledge of bookkeeping. Advanced courses/certificates in secretarial training preferred.
- Ability to type 30 wpm (typing test may be required).
- Must possess a valid driver's license and be insurable by the Tribe.
- Must possess good written and oral communication skills.
- Knowledge and ability to effectively operate a computer and computer software and standard office equipment
- Knowledge and experience in using Microsoft programs, Word, Excel and Quicken bookkeeping software.
- Must possess a demonstrated ability to maintain confidentiality of clients and client records.

FOR MORE INFORMATION AND TO APPLY:

**Quechan Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 572-0213 Ext. 280
Fax: (760) 572-0515**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

All offers of employment are conditional on the successful completion of a drug test and background investigation. Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U. S. Code, Section 472 and 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.