



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 Mohave Road  
Parker, Arizona 85344

Telephone (928) 669-1320 \* Fax (928) 669-5263

## VACANCY ANNOUNCEMENT

**May 10, 2019**

**#89-19**

Department: CRIT Building & Safety Department

Position: Secretary (Non-Exempt)

Reports To: Building Inspector

Salary: \$ 11.00 per hour

### Job Summary:

Performs responsible secretarial and minor administrative duties for the Building & Safety department. Specific tasks and responsibilities are assigned by the Building Inspector. The Secretary position is located in the Building & Safety office of the Colorado River Indian Tribes and primarily performs day to day secretarial, receptionist and general clerical assistance to Building & Safety staff.

### Duties & Functions:

1. Department receptionists for all incoming telephone calls and office visitors
2. Handling of all Department correspondence.
3. Answers and screens telephone calls and relays messages. Responds to routine telephone inquiries. Forwards calls to appropriate party.
4. Log in all incoming and outgoing mail.
5. Receives, date stamps and distributes incoming mail, faxes and purchase requisitions to appropriate staff.
6. Maintain an up to date record of all pending issued, permit payments.
7. Call in all green tags and schedule inspections as needed
8. Process and record all Department financial matters including timecards, cash reports, and check requests.
9. Perform minimal janitorial duties to keep office organized and presentable.
10. Obtain supplies and ensuring operation of office equipment.
11. Perform various office and other duties as assigned.
12. Perform other related duties as assigned by supervisor.
13. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

### MINIMUM MANDATORY QUALIFICATIONS:

#### Experience:

1. Must have at least one (1) year secretarial work experience.



**Education:**

High School Diploma or equivalent GED is a minimum requirement.

**Licenses and Certification:**

Current valid state issued driver's license is required for employment

**KNOWLEDGE, SKILLS, ABILITIES (KSA'S) AND OTHER QUALIFICATIONS:**

- Must be highly organized, multitasked and able to work well under pressure.
- Must process highly sensitive and confidential information regarding Building and Safety issues.
- Must be familiar with the CRIT reservation boundaries and some knowledge of permit procedures and building and safety codes, recommended but not required.
- Will possess and apply general accounting and billing skills.
- Must have knowledge of computer: Windows, Quick books, Microsoft Office.
- Ability to work independently without supervision.
- Must keep up daily logs of administrative tasks.

**WORK ENVIRONMENT:**

Typically work indoors. Office duties include sitting for periods of time.

**Physical demands:**

Strenuous physical work. Must be able to lift at least 50 Pounds.

**Mental demands:**

Must be able to work in a fast-paced environment. Self-confident and multi-tasking. Organized and self-starting. Team oriented.

*Disclaimer:* The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

**For Employment Application visit: <http://crit-nsn.gov>**

**Submit completed application to: CRIT Human Resource Department  
26600 Mohave Road  
Parker, Arizona 85344**

**APPLY:  
COLORADO RIVER PREFERENCE:**



**Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.**

**C.R.I.T. Offers**

**Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.**



