



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 Mohave Road

Parker, Arizona 85344

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

## VACANCY ANNOUNCEMENT

**November 12, 2019**

**#28-19**

Department: Executive Office  
Position: Executive Office Assistant (Non-Exempt)  
Reports To: Executive Office Secretary  
Salary: \$15.00 per hour

### Duties & Functions:

1. Openly cooperative and communicative about work schedule, attendance, and punctuality a must.
2. Perform duties as assigned with correspondence, scanning, shredding, documents, and files.
3. Will be of service to the public using communication equipment including personal contact.
4. Performs research of files as assigned.
5. Organizing and manages assigned work so that requirements are met in an effective and timely manner. Participates and assists as needed.
6. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.
7. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.

### Required Skills and Abilities:

1. Incumbent is required to exercise considerable judgment and initiative in the performance of job responsibilities.
2. Incumbent must exercise reasonable tact, discretion, self-expression and a working knowledge of the policies and procedures of the Tribes regarding Confidentiality, Computer Use, and Social Media Policy.
3. Must be willing to work as required, a normal work day or week, be timely and responsible to job functions and duties during those work hours.
4. Prefer to possess work history of organizational skill, time/task practices, and be self-motivated.



5. Ability and experience in creating and maintaining various database utilizing computer skills is preferred. Possess keyboarding skills and ability to correctly, pleasantly and professionally use the telephone. Strong customer service relationship is preferred as well as written, written and verbal communications.
6. Ability to accept constructive criticism from superiors and to correct or prove the cause for which the employee received constructive criticism.
7. Must be proficient in Microsoft Word and Excel.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Must possess a current valid driver's license throughout employment.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned, some weekends and holiday.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.

OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.



*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.

