



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

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

VACANCY ANNOUNCEMENT

January 22, 2020

#9-20

Department: Behavioral Health Service-DHSS

Position: Secretary (Non-Exempt)

Reports To: Administrative Assistant

Salary: \$11.00 - \$13.00 per hour

Job Summary:

The Secretary is located at Department of Health Services performing daily secretarial, receptionist and clerical duties. The incumbent is under the direct supervision, guidance and direction of the BHS Administrative Assistant.

Duties & Functions:

1. Provides clerical support and basic office management .
2. Serves as a receptionist;
3. Screens and logs all telephone calls and incoming/outgoing correspondence;
4. Receives, announces, directs and assists clients/guests to appropriate personnel;
5. Collects and compiles staff activity logs;
6. Composes routine correspondence from brief notes or oral instructions;
7. Typing and filing of various reports, letters, etc., prepare, process and file programmatic documents, forms and other correspondence;
8. Assists Administrative Assistant in monitoring expenditures;
9. Makes travel arrangements in the absence of the Administrative Assistant;
10. Performs photocopying duties;
11. Maintains property files and conducts periodic inventory of equipment and supplies;
12. Performs clerical duties, such as typing, filing, etc.;
13. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.
14. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:



1. Typing with accuracy of 40/50 WPM;
2. Possess proper spelling, grammar and math skills;
3. Must be organized, self-motivated, efficient and able to work under stress;
4. Computer literate with operating skills for application of test documents, spread sheets and other systems;
5. Ability to work well with the general public and work harmoniously with co-workers;
6. Must maintain client/patient confidentiality and must be able to work with confidential material in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA).

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.

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.

