

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

(928) 475-2361 ❖ Fax (928) 475-2296

Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#20-035	November 6, 2019	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
Office Coordinator San Carlos Apache College	\$30,000.00 Per Annum.	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (Non-Exempt)
- Applicant must have a valid driver's license.
- Applicant must be twenty-one (21) years of age or older.
- Applicant must submit two (2) letter of recommendation. **NOTE: Applicant must submit a copy with application.**
- Work schedule: Work schedule may consist of working beyond normal business hours to support college activities and may also be required to work weekends, evenings and holidays.
- Applicant will be subject to and pass a local/Tribal, and State Background Check. **Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As the Office Coordinator under the general supervision of the Executive Assistant and the Cabinet, the Office Coordinator shall perform general receptionist duties which involve dealing with the public, both in person and over the telephone. The Office Coordinator will serve as the initial contact person for college offices, including providing a variety of factual information regarding course schedules and college procedures. Shall assist the Student and Admissions Representative; assist in Student Cashiering, and the Billing and Financial Aid process of the college. The Office Coordinator will be responsible for answering the central college telephone switchboard, determine the nature of the call, direct the call to the proper office or person, provide information or take messages as appropriate. Shall also place local, long distance and other calls for staff, employees, faculty and students when necessary. The Office Coordinator shall schedule and participate in or lead training sessions; check mail-box system; operate a two-way radio and paging system for reaching college staff and faculty; record public information messages; answer inquiries, provide information regarding campus activities, and explains regulations and procedures. The Office Coordinator will also be responsible for issuing temporary parking permits, sorting and filing materials following an established system, maintaining a file of class schedules, telephone directories and similar materials for campus use. The Office Coordinator shall maintain a log of campus events and staff absences when necessary. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.

Specialized experience is experience in general office duties that included customer service or in a job related field. *Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".*

Proficiency Requirements:

In addition to meeting experience or education requirements, applicants for this position must show possession of Clerk-Typist skills and must have typing proficiency of **40** words per minute. **NOTE: Applicants must meet this requirement by completing Item No. 14: Office Skills, on the Application for Employment.**

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of general office support practices and procedures.
2. Knowledge of file maintenance and record keeping practices and procedures.
3. Knowledge of customer service/public relation practices and procedures.
4. Knowledge of computer software utilized for document preparation and database maintenance.
5. Knowledge of operating an electronic switchboard, radio and paging equipment.
6. Ability to display excellent customer service skills, including but not limited to proper telephone etiquette, proper greeting skills and confrontational skills.
7. Ability to communicate effectively both orally and in writing.
8. Ability to work in a demanding environment.
9. Ability to establish and maintain an effective working relationship with co-workers and the general public.
10. Ability to handle multiple tasks and priorities.
11. Ability to maintain professionalism and a strict standard of confidentiality.
12. Ability to create a welcoming and safe environment for all students.
13. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.
14. Ability to understand the Apache language as well as reading and writing.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many **tribal members** as possible in tribal positions. Therefore, all other qualifications being equal, **tribal members** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to **tribal members**. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/ Johanna Nosie
Human Resources Specialist

November 6, 2019
Date