

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
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Terry Rambler
Tribal Chairman

Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-015	October 8, 2021	October 29, 2021
POSITION TITLE AND DEPARTMENT	SALARY	
Intake/Data Entry Clerk San Carlos Apache College (WIOA)	\$31,200.00 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:

- In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Regular Full Time position. (non-exempt)
- Applicant must have a valid driver's license.
- Applicant will be subject to a Federal, State, County, Local and Tribal background check. *Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.*
- Applicant must complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. *If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.*
- 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 an Intake/Data Entry Clerk under the supervision of the WIOA Coordinator, the Intake/Data Entry Clerk shall assist the Coordinator in handling financial and accounting items for the WIOA program. Shall assist with timesheets and check distribution for participants, ensuring all are submitted in a timely manner and distributed appropriately. The Intake/Data Entry Clerk shall submit travel requests and bills into the Microix system. The Intake/Data Entry Clerk shall assist with entering data into the case management system and will help with case files and incoming applications. Shall assist with required federal and state reporting and will ensure the accuracy of reported data. Shall serve as a program receptionist and perform a variety of duties such as coping, faxing, filing and running errands according to department regulations. May operate department vehicle to transport clients, as needed. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Business, Education, Social Work or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

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

Specialized experience is experience in clerical or office support work, or in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

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 computers and its applications such as Bear Track (DOL reporting) and Arizona Job Connection (AJC) for State reporting.
2. Knowledge of Tribal, State and Federal regulations, operations and functions of the WIOA program.
3. Knowledge of customer service principles.
4. Knowledge of report preparation techniques and proper use of English language, grammar and punctuation.
5. Ability to communicate effectively with clients, staff and others.
6. Ability to plan, organize and prepare required reports.
7. Ability to maintain professionalism and a strict standard of confidentiality.
8. Ability to exercise independent judgement.
9. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.

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 the Human Resource 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 Indian 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 RESOURCE OFFICE CLEARANCE:

/s/Timecah Cosen
Human Resource Assistant

October 8, 2021
Date