

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT  
P.O. Box 0  
San Carlos, Arizona 85550  
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-051	November 24, 2021	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
<b>Executive Assistant</b> San Carlos Apache College	DOE	

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 State, County, Local and Tribal 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 an Executive Assistant, under the supervision of the Vice President of Academic Affairs, the Executive Assistant shall coordinate and manage the day-to-day operations of the Office of the Vice President of Academic Affairs. Shall prepare and edit correspondence, communications, presentations, and other documents. Shall design and maintain databases, retrieve documents and reference materials, collect and analyze data, and prepare reports and documents. The Executive Assistant is responsible for managing the Vice President's calendar, appointments, travel, purchases, and special events. Shall transcribe and distribute minutes of staff and board meetings plus screen and respond to incoming communications. Shall interact with incoming visitors and external clients while serving as the principal Point-of-Contact for the Vice President. Other duties may be assigned, including high-level and complex administrative support assignments for the Vice President—and various forms of special assistance to the College staff and the Regents—as assigned by the Vice President of Academic Affairs.

### 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 or higher degree in the field of Education, Business Administration or a closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

**AND;**

Candidates must have had three (3) years of specialized experience. Specialized experience is experience in office management, administration 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 45 words per minute. **NOTE: Applicants must meet this requirement by completing Item No. 14: Office Skills, on the Application for Employment.**

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**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 computer software such as Microsoft Office and publication software.
2. Knowledge of general office procedures and operation of office equipment.
3. Knowledge of dealing with executive-level individuals and having proper phone and conversational etiquette.
4. Knowledge of Human Resources policies and procedures, preferably with the San Carlos Apache Tribe.
5. Knowledge of dealing with executive level individuals and having proper phone and conversational etiquette.
6. Ability to communicate effectively with clients, staff and others.
7. Ability in quick decision making and excellent customer service.
8. Ability to define problems collect data, establish facts, and draw valid conclusions.
9. Ability to plan, collect information, organize and prepare required reports.
10. Ability to manage multiple projects simultaneously in a high activity environment.
11. Ability to exercise good judgment when planning and accomplishing goals.
12. Ability to establish and maintain good working relations with co-workers and the general public.
13. Ability to adapt to changes and take initiative.
14. Ability to maintain professionalism and a strict standard of confidentiality.

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**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.
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**HUMAN RESOURCES OFFICE CLEARANCE:**

*/s/Timecah Cosen*  
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Human Resources Assistant

*November 24, 2021*  
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Date