

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
#22-180	September 9, 2022	September 23, 2022
POSITION TITLE AND DEPARTMENT	SALARY	
Office Technician Social Services	\$15.00 Per Hour	

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).
- Temporary Full-Time position. (non-exempt) (employment does not exceed one year term) (Grant funded position; continued employment dependent on grant)
- Applicant must have a valid driver's license.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. *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 Office Technician under the general supervision of the Social Service Director, the Office Technician provides case management duties to those seeking home ownership assistance to determine if they qualify for assistance. The Office Technician shall be mandated to follow the Home Ownership Assistance Grant's policies and procedures and will be responsible for interpreting those policies and procedures to the applicants. Provide information regarding home ownership assistance to the public and other tribal agency personnel. Shall interview applicants asking questions regarding individual and family economic status such as employment, earned and unearned income, household expenses, family relationships, and other program required questions. Shall be responsible for collecting and verifying information necessary to determine correct and timely determination. Ensure applications are consistent of program rules and agency policies. The Office Technician will be responsible to maintain case records and information to support determinations and if determined eligible, on-going eligibility including actions based upon changes in family circumstances and will be required to

input data into computer system. Also, will be responsible to conduct monthly reports regarding the activities of the Home Ownership Assistance grant to the Social Service Director. 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 degree in Social Work, Human Services or related field. **NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.**

OR,

Candidates must have had one year of specialized experience. Specialized experience is experience in human services, social work that included providing case management services or a combination of education and experience in a 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 case management, procedures, techniques and practices.
2. Knowledge of general computer programs such as Microsoft Word, Excel and Power Point.
3. Ability to coordinate a variety of activities related to program services.
4. Ability to communicate effectively with clients, staff and others.
 1. Ability to plan, organize and prepare required reports.
 2. Ability to operate a variety of standard office equipment including computer systems and related software.
 3. Ability to handle assignments with a great deal of professionalism and sensitivity towards clients, employees and the general public.
 5. Ability to maintain professionalism and a strict standard of confidentiality.

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/Timecah Cosen
Human Resources Assistant

September 9, 2022
Date