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**

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| **VACANCY ANNOUNCEMENT NO.** | **OPENING DATE** | **CLOSING DATE** |
| #23-075 | December 28, 2022 | January 20, 2023 |

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| **POSITION TITLE AND DEPARTMENT** | SALARY |
| **Executive Assistant**  Office of the Tribal Chairman | 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).**
* Political Appointee. (exempt)
* 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.***
* 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 direct supervision of the Tribal Chairman, the ExecutiveAssistantwill enhance the effectiveness of the Tribal Chairman by providing professional information-management support to the Chairman of the San Carlos Apache Tribe. The Executive Assistant gains results through direction, assistance and work coordination of activities. The Executive Assistant must maintain confidentiality of all privileged information. Responsibilities include coordination of studies, reports, and other information activities and recommends decisions to be made or actions to be taken to the Chairman. Review reports, surveys, studies and miscellaneous information to keep the Chairman informed of significant findings and issues and conserves the Chairman’s time by reading, researching and routing correspondence, drafting letters and documents, collecting and analyzing information and initiating telecommunications. The Executive Assistant shall review, assign, and develop drafts of correspondence, policy statements, position papers, and other official documents for decisions and further action by the Chairman. In addition to assisting in the resolution of operational issues between departments and reorganizational planning of departments, the Executive Assistant will respond to citizen’s inquiries, including receiving and resolving complaints from the public and tribal employees act as a liaison between the Chairman and local and external public agencies, public officials, department heads, and the Tribal Council. The Executive Assistant will attend meetings, civic functions, addresses groups, and prepares written and verbal presentations ad reports as directed by the Chairman. Shall present the Chairman at employee gatherings, committee meetings, and specified activities as directed, and act as a liaison for the Chairman on special projects and the Tribal Council subcommittee meetings. The Executive Assistant will assist in the implementation of the Chairman’s Administrative Plan. 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 Office Management, Business Administration or closely related field. ***NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements****.*

OR;

Candidates must have had two (2) years of specialized experience. Specialized experience is experience in full time administrative/secretarial support work or a combination of education and training 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 tribal customs, rules, regulations, practices, and procedures.
2. Knowledge of general office practices, policies, and procedures.
3. Knowledge of customer service/public relations practices and procedures.
4. Ability to communicate effectively with clients, staff and others.
5. Ability to plan, organize and prepare required reports.
6. Ability to maintain professionalism and a strict standard of confidentiality.
7. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.

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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.

HUMAN RESOURCES OFFICE CLEARANCE:

***/s/Timecah Cosen December 28, 2022***

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|  | Human Resources Assistant |  | Date |  |