

JOB ANNOUNCEMENT

POSITION: Human Resources Coordinator
PROGRAM: Human Resources
SUPERVISOR: Human Resources Director
SALARY RANGE: \$24.26 - \$26.78 (Grade 20, Step 02 - 06)
CLASSIFICATION: NON-EXEMPT
LOCATION: OWYHEE, NEVADA

OPENS: August 25th, 2026

CLOSES: OPEN UNTIL FILLED

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

Special Considerations: This position is subject to random drug testing and background investigation because of access to sensitive personal data. Unless exempted by the provisions of the ADA, this person will be required to regularly operate Tribal vehicles, constituting additional criteria for random drug testing.

BASIC FUNCTION

Primary duty is the development and quality of the Human Resources service to the Shoshone-Paiute Tribes. Responsible for Full cycle recruiting for the Tribes. Providing support and customer service to the Tribes.

TYPICAL DUTIES

Ensures streamlining of the HR function through automation of the day-to-day tasks and reporting, allowing the staff the time necessary to provide robust HR services for OCHF and help fill vacant positions.

- Coordinates the dispersal of information to applicants regarding job openings, and the application process.
- Conducts New Employee Orientation, and trainings for the staff.
- Assures timely assembly of position announcements.
- Sourcing new candidates, utilize various channels such as job boards, social media, phone screenings, and networking to attract potential candidates.
- Performs full cycle recruiting.
- Provide shortlists of qualified candidates to hiring managers.
- Receives and reviews applications for OCHF employment and determines if applicants possess minimum qualifications.
- Helps to keep personnel files compliant and assist with filing of documentation.
- Will maintain the performance management system.
- Works directly with OCHF to provide HR guidance and support.
- Must be willing to become THRP certified and take professional trainings and development courses to stay current on best HR practices and issues.
- Incumbent will perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Bachelor's degree in any field, required.
- Must have 2 years in clerical experience
- Must have one (1) year computer experience and demonstrate proficiency in the use of Microsoft-based programs and proficient in Word, excel, gmail, google meets.
- Experience utilized MIP software is a plus.
- Must have a valid driver's license.

Knowledge, Skills and Abilities

- Thorough knowledge of Human Resources principles and practices preferred
- General knowledge of the principles and practices of proper safety procedures as well as equal opportunity recruitment and selection.
- Ability to communicate effectively both orally and in writing.
- Ability to understand, interpret and clearly explain policies and procedures.
- Ability to efficiently coordinate all details and persons involved in the recruitment and final selection process.
- Ability to establish and maintain effective working relationships with staff and Tribal members.
- Incumbent must be able to pass a background check.