

JOB ANNOUNCEMENT

POSITION: Human Resources Secretary

PROGRAM: Support Services

SUPERVISOR: Human Resources Director

SALARY RANGE: \$ 18.84 - \$20.95 (Grade 15-17, Step 01-Step 02)

CLASSIFICATION: NON-EXEMPT

LOCATION: Owyhee, Nevada

OPENS: April 14, 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.

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 initial and random drug testing as well as a thorough background check. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

DUTIES:

1. Will meet and greet Human Resources department visitors and answer all phone calls.
2. Will assist applicants in completing applications, copies, and fax information.
3. Keep an accurate log of all incoming job applications.
4. Maintain accurate & up-to-date records in all personnel files.
5. Will maintain current job requisitions on company website.
6. Assist with drug testing collections and restock kits upon delivery.
7. Responsible for conducting monthly random UA testing.
8. Will assemble interview packets and welcome folders.
9. Will assist in updating the MIP system.
10. Will assist the HR Director with projects as needed.
11. Maintain office supplies and inventory.
12. Maintain cleanliness and organization of the HR Department's reception area.
13. Performs other duties as assigned.

OTHER FACTORS INFLUENCING POSITION:

- Will maintain confidentiality within the Human Resources Department and various assigned departments.

MINIMUM QUALIFICATIONS:

1. Must have a High School Diploma or GED.
2. Must have a valid Driver's License.
3. Prefer one year secretarial or office experience including customer service.
4. Must be computer literate.
5. Must have a typing speed of 40 wpm.