

## JOB ANNOUNCEMENT

**POSITION:** Temporary Human Resources Assistant (6 months)

**PROGRAM:** Human Resources

**SUPERVISOR:** Human Resources Director

**SALARY RANGE:** \$17.94 (Grade 14, Step 01)

**LOCATION:** Owyhee, Nevada

**CLASSIFICATION:** NON-EXEMPT

**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-**

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**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).

**BASIC FUNCTION:**

The incumbent will report to the Human Resource Director. The incumbent may have other duties as assigned. Will serve as the Human Resource Assistant maintaining employee records, scanning and assisting HR staff with various projects.

**DUTIES:**

1. Will meet and greet Human Resources department visitors.
2. Will assist applicants in completing applications, copies, and fax information.
3. Will maintain all employee files, scanning forms and placing in files.
4. Will be required to perform duties such as typing, filing, and other duties as necessary to maintain efficiency in the Human Resources Department.
5. Will route all forms for signatures from Human Resources.
6. Refers inquiries to the appropriate staff. Ability to meet deadlines and juggle multiple projects in a fast-paced office setting.
7. Will assist HR Staff on projects and various tasks.
8. Will maintain cleanliness of HR office
9. Performs other job-related duties as required.

**OTHER FACTORS INFLUENCING POSITION:**

1. Will maintain confidentiality within the Human Resources Department and various assigned departments.
2. Will work closely with the Human Resource Staff in completing daily tasks and/or attending meetings.
3. Ability to maintain a good working relationship with all co-workers and the general public and to use good judgment in recognizing scope of authority.

## **MINIMUM QUALIFICATIONS:**

(All required documentation must be attached to application)

1. Must have a High School Diploma or have successfully completed the GED Program.
2. Must have a valid Nevada or Idaho Driver's License.
3. Must have six months secretarial or office experience.
4. Must have one-year computer experience and demonstrate proficiency in the use of Microsoft-based programs, specifically; Windows, Word, PowerPoint, Outlook, Excel and Internet.