



SAN JUAN SOUTHERN PAIUTE TRIBE

JOB ANNOUNCEMENT: HEALTH DEPARTMENT SECRETARY

Job Title: Health Department Secretary

Location: San Juan Southern Paiute Tribe Administration Office, Tuba City, Arizona

Level/Salary Range: DOE

HR Contact: Jack Conovaloff, Tribal Administrator

Date Opened: December 1, 2020; Open Until Filled

Applications Accepted By:

Fax or Email:

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Fax: 928-233-8948

Mail:

San Juan Southern Paiute Tribe

P.O. Box 2950

Tuba City, AZ 86045

Job Description

The San Juan Southern Paiute Tribe is seeking a Health Department Secretary to handle the day-to-day communications and administrative tasks of the Tribal Health Department. This position will work as the initial point of contact for interacting with all visitors, callers, mail and deliveries of the Tribes Health Department, while also assisting with typical administrative tasks in the office. Excellent communication skills, a friendly demeanor, professionalism, multi-tasking, and problem-solving abilities are important qualifications for this position. The ideal candidate for this position is highly organized, is reliable, and maintains pleasant customer service. As the Health Department Secretary, the candidate for this position will be the first point of contact for the Health Department.

Responsibilities and Duties

- Greeting and appropriately directing all visitors to the Tribal Health Department
- Answering, screening, and forwarding incoming phone calls
- Receiving, sorting and distributing daily mail, packages, and deliveries
- Processing and sending correspondence, including making copies and sending faxes
- Maintaining office security
- Keeping inventory of and ordering office supplies, and keeping records of costs and expenses
- Setting up meetings and appointments as necessary
- Understanding and operating office equipment, including, but not limited to, web conferencing system
- Maintaining confidentiality
- Other administrative duties as assigned by Health Department Director

Qualifications and Skills

- Experience working in customer service or education demonstrating ability to succeed in the position
- Familiarity with general office tasks or a demonstrated ability to learn and retain skills
- Basic computer skills
- Ability to maintain professionalism with visitors and staff at all times
- Excellent organizational skills
- Strong verbal and written communication skills
- Ability to lift 25 lbs

Background Check: Hire is subject to successful completion of a background check.

Hiring Preference: The Tribe is an equal opportunity employer. Applicants who are enrolled members of the Tribe and who meet the necessary qualifications for this position will be given preference in hiring and employment for this position and applicants who are enrolled members of any other tribe who meet the necessary qualifications will be given secondary preference.