

**\* \* \* JOB ANNOUNCEMENT \* \* \***

**TITLE:** Clerical Aide  
**SALARY:** \$9.00 - \$11.00 per hour  
**OPENING DATE:** November 9, 2020  
**CLOSING DATE:** November 23, 2020

**DEFINITION:**

Will be under the daily supervision of the Executive Secretary and be responsible for all general duties of the reception area.

**MAJOR DUTIES/RESPONSIBILITIES:**

- Answer the telephone, transfer calls, and take messages.
- Operate office machines such as typewriter, calculator, copy machine, fax machine, and computer/office 2000 etc.
- File various paperwork.
- Prepare outgoing mail for delivery and route received mail to programs.
- Assist Executive Secretary in all office procedures.
- Prepare DMV tax exemption forms and hunting/fishing license forms for tribal members.
- Maintain all Elko Band forms for the various usages of buildings, vehicles, and overall administration.
- Responsible for monthly billing to the programs for fax, copy machine and mail.
- Document tribal identification cards to various tribes for gas rebates.
- Type and prepare gas rebate reports.

- Maintain logs on Elko Band vehicles upon check in and check out.

### **QUALIFICATIONS:**

- Should be able to perform duties as delegated in responsible manner without constant supervision and can take directions
- Must be courteous to visitors and display good etiquette on the telephone
- Proficient with 10-key calculator and computer skills with programs such as: Microsoft office, Power Point, Excel, WordPerfect, and data inputs
- **Must have a valid Nevada driver's license.**
- **Must provide current DMV record printout.**

### **EDUCATION AND EXPERIENCE:**

- Must have a High School Diploma or G.E.D.
- Must have at least one (1) years of work experience in offices procedures (preferably with tribal) or completed basic secretarial courses in college or business school

### **INDIAN PREFERENCE:**

Vacancies will be given to qualified Indian candidates in accordance with the Indian Preference Act (title 25, U.S. Code, Section 472 and 473). However, the Elko Band is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.

### **APPLICATION:**

Applications may be obtained at the Elko Band Administration Office located at 1745 Silver Eagle Drive, Elko, Nevada 89801 or by downloading a copy at [elkobandcouncil.com](http://elkobandcouncil.com). Any questions regarding job openings or the application process contact Elko Band HR by calling (775) 738-8889.

**INCOMPLETE APPLICATIONS WILL BE DENIED. You must submit a copy of valid driver's license and driving record with your application or it will be considered incomplete.**