

POSITION: Law Enforcement Secretary
LOCATION: Elko Indian Colony
SALARY: \$14.00 to \$16.00 Full-Time
OPENING DATE: August 28, 2020
CLOSING DATE: September 11, 2020

JOB SUMMARY:

Under general supervision of the Lead Police Officer provides clerical support to Law Enforcement department. Knowledge of the department and excellent keyboard skills critical to this position. Duties include a variety of clerical tasks.

TYPICAL DUTIES:

- Answer telephone, transfer calls, and take messages for the Law Enforcement Department. Greets public, contractors and vendors.
- Type various letters, reports, proposals, and correspondence as required.
- Prepare outgoing mail for the delivery. Receive and route all incoming mail.
- Copy data, distribute, establish, and maintain filing system of correspondence, reports and records and updates policies.
- Knowledge and skill with typical office equipment and computers, including software and applications such as word, excel etc.
- Type confidential correspondence and reports.
- Maintains inventory and office supplies. Will assist with purchasing as needed.

- Assist Law Enforcement Department with all office procedures, as necessary.
- Prioritizing work and performing multiple tasks simultaneously.
- Performs all other duties as assigned.

QUALIFICATIONS:

- Must have High School Diploma or G.E.D.
 - Effective written and verbal communication skills.
 - Problem solving skills. Display confidence and leadership.
 - Excellent typing, spelling, filing, reception, organizational and general office skills. Good basic reading, writing, math and verbal skills.
 - Must have the ability to understand and execute oral and written instructions and shall perform duties without constant supervision.
 - Ability to deal courteously and efficiently with a variety of individuals including colony residents, visitors, officials, and staff.
 - Must have a valid Nevada Drivers License and provide a current driving record at the time of application submission.
 - Must be able to pass a background check.

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). Indian Preference will be given to qualified Elko Band Enrolled members first, in accordance with the Elko Band Personnel Policy. However, the Elko Band Council 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 you can download an application at 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 drivers license and driving record with your application or it will be considered incomplete.