



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

Job Title:	Summer Youth Worker	Supervisor:	Court Services Coordinator
Department:	Various Departments	Location:	Administration
Salary Range:	\$8.25 Hour	Pay Grade:	1
FSLA Status:	Non-exempt	Type:	Full-time/temporary
Open Date:	June 03, 2019	Close Date:	June 20, 2019

DEFINITION:

Under the direct supervision of an assigned staff member, performs duties as directed to assist in accomplishing program goals and objectives. Gains work experience in a field of interest and participates in career development.

DUTIES AND RESPONSIBILITIES:

- Work in a Tribal department based on field of interest. Department work sites vary in the scope of work including clerical, physical labor, or administrative assistance.
- Work independently at times, complete tasks accurately, timely and thoroughly.
- Maintain daily activity log. Submit a monthly and final summary report to designated supervisor.
- Build work skills with good attendance, cooperative attitude, and work initiative. Attend work as scheduled and notify supervisor in advance of absences.
- Demonstrate interest in work assignments, use good judgment, accept supervision/criticism, respect Tribal property and equipment, desire mastery of job skills, and adapt to new ideas.
- Assist in program management, such as filing and/or special projects. Operate common office machines, such as fax machine, copier, typewriter, shredder and phone system.
- Work cooperatively with other youth workers, Tribal staff, and the general public.
- Maintain a safe work place by following safety rules and reporting unsafe work conditions.
- Perform other duties and tasks as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Correct English usage, spelling, grammar and punctuation; basic mathematics; basic computer applications in word processing programs; various office equipment, using initiative and judgment within established guidelines.

Basic skill in preparing and maintaining records, files and summaries.

Ability to: Establish and maintain effective, courteous and cooperative working relations with all persons contacted in the course of work; effectively express oneself in oral and written communications; understand and carry out written and oral instructions.

Must be dependable.

REQUIRED EDUCATION AND EXPERIENCE:

Academically motivated High School student or College/Vocational Bound student. Willingness to learn aspects of Tribal government for valuable work experience.

Submit proof of a Cumulative Grade Point 2.0 Average for 2017-2018 school year/Full-Time Student or current High School Graduate. *Report cards without cumulative for each semester will not be accepted.*

Submit proof of age (**14 years to 18 years of age closing date of the job announcement**) to meet minimum age requirements.

Must be a PERMANENT resident of the Walker River Paiute Reservation for at least six (6) months prior to the end of the 2017/2018 school year.

MUST BE AN ENROLLED WALKER RIVER PAIUTE TRIBE & PROVIDE PROOF.

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: wfrank@wrpt.org
<http://www.wrpthumanresources.com/>

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). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.