



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

Job Title:	Clerk	Supervisor:	Store Manager
Department:	Enterprise	Location:	Smoke shop
Salary Range:	\$10.03-\$10.53	Pay Grade:	3
FSLA Status:	Non-exempt	Type:	Part-time
Open Date:	September 13, 2019	Close Date:	Open till filled

DEFINITION:

Perform sales clerk duties as listed below while ensuring excellent customer services.

DUTIES AND RESPONSIBILITIES:

Clerks:

- Provide friendly, courteous customer service, keeping work area clean and safe.
- Will be responsible for the opening and closing of the store at designated hours.
- Accurately count money in cash drawer at the beginning and end of shift to ensure cash matches shift reporting. Drop cash in the safe as required.
- Operate a point of sale register and ten-key adding machine.
- Sell cigarettes, fishing permits, fireworks, and other miscellaneous items for the Tribal Smoke shop.
- Assist stocker in keeping shelves stocked at all times.
- Ensure cleanliness of the building and grounds to maintain attractiveness as well as safety.
- Responsible for taking cigarette inventory on a daily basis and physical inventory quarterly and annually.
- Must maintain an acceptable attendance record as described in the Walker River Paiute Tribal Enterprises Personnel Policies and Procedures Guide.
- Must attend all trainings and meetings as required by the employer.
- Must adhere to all established rules, regulations, procedures, and policies of the Walker River Paiute Economic Development Corporation.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

Must be physically able to perform the duties and responsibilities of the position. Physically able to lift 50 pounds of merchandise. Physically able to fill propane tanks which may require you to lift the tanks to be filled.

ABILITY, SKILLS & KNOWLEDGE:

- Physically able to lift and move 50 lbs.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain productive working relationships with staff, customers, vendors, and management in order to carry out duties.
- Ability to communicate clearly both verbally and in writing.
- Ability to maintain confidentiality.
- Knowledge of basic mathematics and be able to learn the operation of a cash register.
- Demonstrated ability to maintain a satisfactory work record.

- Must be willing to work flexible hours that may include evenings, weekends, and holidays.

REQUIRED EDUCATION AND EXPERIENCE:

- High school graduate or GED equivalent
- Must be 21 years of age or older
- Must possess a valid State of Nevada Driver's License, a DMV History Report, and be insurable.
- Must submit a pre-employment & alcohol test

Preference: Indian Preference – Enterprise Personnel Policies and Procedure Guide 2008

1. *Preference is extended to qualified Walker River Paiute Tribal Members and American Indian Individuals in that order for all appointments to all positions within the Walker River Paiute Tribal Enterprises (WRE).*

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.