



# Walker River Paiute Tribe

*Human Resources Department*

## **JOB ANNOUNCEMENT**

Job Title:	Cashier/Stocker	Supervisor:	Store Manager
Department:	Smoke shop	Location:	Smoke shop
Salary Range:	\$10.03 Hour	Pay Grade:	3
FSLA Status:	Non-exempt	Type:	Part-time
Open Date:	January 23, 2019	Close Date:	OPEN TILL FILLED

### **DEFINITION:**

Perform sales clerk and/or stocker duties as listed below while ensuring excellent customer services.

### **DUTIES AND RESPONSIBILITIES:**

#### **Clerks:**

- Provide friendly, courteous customer service, keeping work area clean and safe.
- 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.
- Must keep shelves stocked at all times.
- Handle and be responsible for large amounts of money.
- Answer telephone (includes taking messages).
- Ensure cleanliness of the building and grounds to maintain attractiveness as well as safety.
- Assist with the regularly scheduled physical inventory of the store.
- 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.

#### **Stockers:**

- Check in inventory, pricing merchandise, and weekly inventory.
- Fill propane tanks, upon completion of certified training.
- Work outside in extreme conditions as necessary.
- Perform menial labor (clean bathrooms & toilets, wash windows, dust, vacuum, sweep).
- 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.

### **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 successfully pass a background check
- 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: [hr@wrpt.org](mailto:hr@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.