



VACANT POSITION

The Hoopa Valley Tribe is accepting applications to fill the following vacant position:

CLERICAL ASSISTANT

The Hoopa Fisheries Department is seeking applicants to fill a Clerical Assistant position. Regular, F/T. Salary range \$25,888.89 to \$35,430.80 yr./DOE, 8 hours per day, Monday through Friday. This position schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business details. Perform general clerical, secretarial and office support duties for the Fisheries Department.

QUALIFICATIONS: High school diploma or general education degree (GED); three (3) years experience and/or training; or equivalent combination of education and experience. Two (2) years experience may be substituted with Associate of Arts degree in business or related field. Ability to complete routine office support tasks efficiently with minimal supervision. Demonstrated ability at keyboarding and operation of MS Windows Office suite of applications, including Word and Excel. Employee must maintain a valid CDL and be insurable during the term of employment.

DEADLINE: NOVEMBER 13, 2015

Submit applications to the Human Resources Department, Hoopa Valley Tribe, P.O. Box 218, Hoopa, CA 95546 or call (530) 625-9200 ext. 15. The Tribe's Alcohol and Drug Policy and TERO Ordinance apply.

