



PYRAMID LAKE JR./SR. HIGH SCHOOL
P.O. Box 267 - 711 State Street
Nixon, Nevada 89424-0267
(775) 574-1016 (775) 574-1037 – Fax



JOB ANNOUNCEMENT

Open Date: November 9, 2018

Closing Date: OPEN UNTIL FILLED

Position: ADMINISTRATIVE CLERK
Where: Jr./Sr. High School, Nixon, NV
Salary: \$12.52 – 13.16, Grade 11, Steps 1-3, Non-Exempt
Supervisor: Finance/Human Resources Director

Scope of Position: Under the daily supervision of the Finance/Human Resources Director or designated staff, performs clerical support and record keeping tasks to ensure compliance with the High School's Policies/Procedures and Federal and Grant regulations or requirements

Duties & Responsibilities:

- Plan and perform daily, weekly, monthly tasks to support designated programs;
- May greet and assist visitors, this includes handling requests or complaints in a professional manner.
- Communicate with employees and others to answer questions, provide and/or explain information and review initial documents for completeness and accuracy.
- Process signed documents/checks and notify appropriate staff upon completion or place in staff mailbox, prepare for mailing and distribute as needed.
- Operate office equipment, i.e. calculator, copiers, scanners.
- Prepare meeting agendas, attend meetings and take notes or minutes, as needed.
- Set up required files for various Administration following established procedures.
- Reconcile and track all travel/training requests for compliance with policies.
- May enter data for electronic filing of Human Resources and other Administrative documents.
- May assist with Accounts Payables or Payroll processing and may assume duties of staff during absences;
- Monitor petty cash log with cash on a monthly basis or as requested.
- Assist and support the administrative staff to ensure filing is current throughout the school year.
- Inventory and order supplies following established procedures.
- Receive and inspect incoming merchandise and submit appropriate documents to Accounting/Payroll Specialist for processing of payment.
- Verify, reconcile, and prepare semi-weekly or monthly deposits.
- May occasionally travel off-site to deliver files or reports to various Board Members or Tribal Council.
- May pick-up and distribute mail as needed.

- Assist with training on various topics as needed for Human Resources or Accounting.
- Reconcile monthly bank statements.
- Perform other related work as required.

Educational & Special Requirements (Degree/Licenses): High school diploma or equivalent. Three years' of varied and increasing responsibility as a school or other clerical support. One year experience basic bookkeeping and tracking of financial transactions. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered. Must have a First Aid/CPR certification or the ability to obtain the certification within the three month probationary period or at first opportunity.

Required Skills & Knowledges:

Knowledge of: basic accounting and clerical or business-related support in a school environment; federal and grant filing requirements, i.e. human resources, finance; the use of computers, including accounting software, database software, document management software and Microsoft Office; effective oral and written skills to communicate with others; reconciliations and meeting established timelines.

Ability to: file and maintain operating records and prepare and input required reports; work well with others; follow complex oral or written instructions; apply clerical procedures and explain the purpose to others; implement confidentiality within the work environment and handling of records and to implement accountability of work documents.

Must demonstrate: knowledge and skills in computer use; some familiarity with school administrative operations desirable; superb organizational skills; a valid Nevada Driver's license and be eligible for insurance coverage under the employer's Insurance Program.

You may contact Human Resources at (775)574-1016, EXT. 1024, for more information. You may stop by the High School to obtain an application. The High School must receive all completed applications on the closing date before 3:30 p.m. All applicants are required to comply with our Drug-Free Workplace Policy and are subject to further drug and alcohol testing throughout their employment. All employees must comply with the High School's background investigation as a condition of employment.

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). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference eligibles. The Pyramid Lake Jr./Sr. High School is an Equal Opportunity Employer and qualified candidates will be considered in accordance with the provisions of Section 703 (l) of Title VII of the Civil Rights Act of 1964, amended in 1991 and is operated under the Tribally Controlled Schools Act of 1988. Pyramid Lake Jr./Sr. High School is required to comply with the Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. An offer of employment with the Pyramid Lake Jr./Sr. High School will be contingent on the applicant's ability to pass a pre-employment drug/alcohol test. The selected applicant/contractor shall adhere to a criminal background check (Section 3 Human Resources, 3.44 Personnel hiring).