



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

POSITION: Duckwater Contract Post Office Clerk

SALARY: **\$24.00 or D.O.E**

OPENING DATE: November 18th, 2024

CLOSING DATE: December 18th, 2024

DEFINITION:

Under the direct supervision of the Finance Manager, performs jobs to include daily delivery of mail, packages and other deliveries from the United States Postal Service (USPS), UPS, Fed Ex and others.

JOB DUTIES:

1. Responsible for daily operation of the Duckwater Contract Post Office, including daily stamp sales to the public, use of the Pitney Bowes postal machine for tribal mail processing, money order transactions, and fuel sales as needed.
2. Responsible for all funds received through daily USPS transactions and reconciliation of cash for daily fuel/diesel sales.
3. Reconciliation and paperwork due to the Ely Post Office must be completed daily.
4. Receives, distributes and sends mail through the USPS, including daily mail delivery to elderly and disabled customers.
5. Responsible for retrieving packages delivered to the Finance Office and the timely distribution of all packages to appropriate community members/divisions.
6. Responsible for upholding and complying with all rules and regulations governing the USPS mail system.
7. Responsible for weekly and consistent checking of tribal fuel tank levels and contacting appropriate vendors to refill fuel as needed.
8. Responsible for updating fuel prices on fuel serve.
9. Assist elderly and disabled customers, as needed, with fueling vehicles and assisting with packages.
10. Performs all other duties as assigned by immediate supervisor.

11. Will have to work non-scheduled holidays.
12. Maintain receipts for all Tribal credit card transactions and reconcile monthly.
13. Send reports to Finance monthly on the 20th for postage machine.
14. Will be responsible for cleaning and maintaining post office, vacuuming, cleaning mailboxes etc.
15. Will be responsible for trash removal and windshield wiper fluid located by the fuel island.

QUALIFICATIONS:

1. Must be proficient on all standard office machines and software, including Microsoft Windows operating systems and Microsoft Office software.
2. Must possess excellent verbal and written communication skills.
3. Must have the ability to work well with other professionals within and outside of the Duckwater Shoshone Tribe.
4. Must have experience in handling cash and credit card transactions with accuracy.
5. Must possess a High School Diploma or equivalent.
6. **Must possess a valid driver's license in good standing and be an insurable candidate to be insured by the Duckwater Shoshone Tribe.**
7. Must have a pleasant demeanor while serving the public and working with fellow staff members.
8. Must pass a thorough background check.
9. Must be bondable and have no felony or Criminal misdemeanor convictions.

INDIAN PREFERENCE:

Preference will be given to all qualified Duckwater Shoshone Tribal members first; all other Indian's second and non-Indian's third in accordance with federal requirements.

APPLICATION:

Applications may be picked up at the Duckwater Shoshone Tribal Administration Office or the Duckwater website at www.duckwatertribe.org

Applications must include a cover letter, resume and a complete application.

Applications may be:

Mailed to: Duckwater Shoshone Tribe
Attention: Shalene Mike-Collins, Human Resources
P.O. Box 140068
Duckwater, Nevada 89314

Emailed to: hr.enroll@duckwatertribe.org

Hand delivered to: Duckwater Shoshone Tribe – Shalene Mike-Collins, Human Resources
511 Duckwater Falls Road
Duckwater, Nevada 89314