



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Human Resources Technician Sr (2 positions)
SALARY: \$19.04 - \$22.62, per hour, **DOE**
REPORTS TO: Human Resources Services Manager (Recruiting)
LOCATION: Human Resources, Nespelem, Washington

BASIC FUNCTIONS: This is a **Non-exempt** position. The primary duty of this position will focus on performing human resources services in areas of recruitment, HRIS, and on-boarding.

MINIMUM QUALIFICATIONS:

Education and Training:

- Typically requires an AA degree **AND** twenty-four (24) months of demonstrated experience in both recruitment and on-boarding. *(If claiming a college degree, please attach college transcripts).*

Knowledge, Skills, and Abilities:

- Requires working knowledge of Human Resources policies, laws and regulations.
- Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information onto established data entry screens.
- Requires well-developed knowledge of the English language, punctuation, syntax, and grammar to prepare professional correspondence on a variety of status topics such as, but not limited to personnel status, credentials, and emerging requirements.
- Requires sufficient human relation skills to respond to inquiries of persons interested in employment, compiling and forwarding requested information (e.g., descriptions, schedules.).
- Requires sufficient math skills to perform standard business math calculations.
- Requires the ability to coordinate and facilitate the recruiting process and to receive, verify, and follow up on recruiting/staffing requests.
- Requires the ability to set up job candidate testing (as needed), prescreen job files and make recommendations to the Hiring Manager.
- Requires the ability to prepare panel packets that include candidate information and interview questions.
- Requires the ability to provide employment and general information about the Tribe and its services and departments to prospective job applicants.
- Requires the ability to conduct and/or facilitate new employee orientation and oversee and assemble new employee information and forms.
- Requires the ability to prepare position descriptions and recommendations for salary grade assignment subject to review by a Manager.
- Requires the ability to perform research, gather, analyze data and develop conclusions and recommendations.
- Requires the ability to learn, apply, and interpret Tribal policies, procedures, and rules pertaining to human resources.
- Requires the ability to plan, organize, and prioritize work processes in a high volume environment in order to meet schedules and timelines.
- Requires the ability to communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization.

NOTE: Pursuant to Tribal Policy, this position is subject reasonable suspicion and post-accident drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

NEW: Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, please make sure your e-mail address is entered on your application.

CLOSING DATE: For guaranteed consideration applications and supporting documents **MUST** be received in the Human Resources Office by: **Friday, June 28, 2019.** (***Supporting documents must reflect the KSAs listed on the job announcement.***)

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
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(509) 634-2842
lawrence.harry.hrs@colvilletribes.com

Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.

L-8841

HRST 0619