

# PYRAMID LAKE PAIUTE TRIBE

## JOB ANNOUNCEMENT

### **PERMIT SALESCLERK**

Pyramid Lake Paiute Tribe - Sutcliffe, NV

\$12.36 - \$13.63 per hour, Part-Time (20 hrs./Week)/ Seasonal

Non-Exempt, Class Code 121, Grade 8, Step 1-3; DOE

**Date Posted: 06/05/2024.**

**Date Closes: OUF**

**DEFINITION:** Works as a salesperson selling fishing, boating, camping, Jet Ski and day use permits at designated fee stations.

### **DUTIES AND RESPONSIBILITIES:**

Sell Tribal fishing, boating, day use, camping and jet ski permits.

Maintain inventory of Tribal permit books issued by the Finance Department.

Safeguard the Tribe's assets. Follow policies regarding cash control. Secure all funds in a safe, register or cash box. Make timely drops and maintain the cash drawer at or below maximum level. Maintain change fund when necessary.

Order permit books from the Tribal Office when needed. Account for the value of the permit books. Secure cash and start changing. Verify and prepare end of shift reports for Finance department.

Provide information to the public about the Pyramid Lake Indian Reservation.

Always serve the public in a courteous and cordial manner.

Perform set-up of fee station, such as canopy, table, etc.

Ensure the daily till is deposited in the Ranger Station safe at the end of each shift.

Reconcile cash from sales received with permit books at end of each shift.

Work in inclement weather for long hours as needed. Dress appropriately for the weather.

Perform other related duties as required.

**MINIMUM QUALIFICATIONS:**

Knowledge of current lake regulations; customer service practices; basic bookkeeping; general office practices and procedures; Pyramid Lake and surrounding areas, such as cultural/historical information and current issues.

Ability to: work independently; greet and deal effectively with the public; respect people from diverse cultures, ethnic, and socio-economic backgrounds; adhere to strict rules of employer/tribal member/public citizen practice of confidentiality; work well with numbers and money; maintain a cash box; operate a 10-key adding machine; count proper change; appropriately handle emergency situations.

Must have friendly, pleasant attitude and outgoing personality. A neat personal appearance is required. Must be dependable, punctual, cordial, and polite.

Must have own transportation and willing to work weekends and holidays.

Must favorably pass pre-employment drug screening and criminal background investigation.

**REQUIRED EXPERIENCE AND TRAINING:**

High School graduate or GED preferred. Experience in handling and keeping records of money.

**TO APPLY:** Applications may be obtained: from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination 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, Sections 472 and 473). However, the Pyramid Lake 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.*