PYRAMID LAKE PAIUTE TRIBE
PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

JA26-005

HR RECRUITMENT OFFICER
Human Resources Office, Nixon, NV
$49,420.80 - $54,496.00 Exempt Full-Time
Class Code: 384, Grade 17, Step 1-3; DOE

Date Posted: 02/03/2026
Date Closed: 02/17/2026

DEFINITION: Under the direct supervision of the Human Resources Manager, provide a comprehensive administrative support to day-to-day operations of human resources ensuring the efficient delivery of the salary and classification, recruitment.

DUTIES AND RESPONSIBILITIES:
Performs difficult, complex and/or confidential office support work, which may require the exercise of independent judgment, the application of technical skills, or a knowledge of detailed or specialized activities related to the Tribal Human Resources department.

Receives employment applications, maintains logs, and files.

Proofreads and checks typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.

Distributes job announcements to appropriate agencies.

Responsible for job interview coordination and preparation of interview packets.

Responsible for coordinating background investigations scheduling and conducts employee reference checks when necessary.

Takes the lead of new employee orientations and exit interviews.

Maintains classification system by entering changes and new positions into the system. Audit printouts to ensure the accuracy of position control and recommend revisions as necessary.

Conducts comparability studies including job audit, review of related positions, and develops new or revised job specifications.

Act on behalf and assist with supervision of other staff in department when directed in absence of Supervisor. Delegate, monitor progress, coach and train subordinate staff as necessary.

Keep current on issues and matters related to the Human Resources department and informs management of compliance issues and recommends resolution.

Reviews current computerized human resources system for accuracy of employee data related to benefit information.

Assists in file maintenance and record keeping.

Assists in coordinating employee training programs.

Assists in monitoring compliance with employment laws, Act and regulations applicable to employment in a

DUTIES AND RESPONSIBILITIES cont.:
Records employee information to proper forms as personal data, compensation, benefits, attendance, performance evaluations and employee actions.

Responds to inquiries, providing information on personnel policies and procedures and interpretation of applicable contracts, rules and regulations.

Enters and retrieves data and prepares reports, using an on-line or personal computer system, may operate and maintain database or other automated files and systems.

Performs other duties as required.

MINIMUM QUALIFICATIONS:
Knowledge of principles of personnel management and familiarity with Tribal Personnel Policies and Procedures.

Knowledge of record-keeping techniques, office practices and filing systems.

Ability to operate a computer and working knowledge of word processing, database and spreadsheet software packages.

Ability to proofread for discrepancies and maintain a high degree of attention to detail.

Ability to interpret and apply fairly and impartially personnel rules, regulations and policies.

Ability to tactfully secure information from employees or applicants.

Ability to establish and maintain effective, courteous and cooperative working relations with all levels of persons contacted in the course of work.

Ability to effectively express oneself in oral and written communications.

Skill in performing complex or difficult office support work. Skill in organizing, prioritizing and coordinating work activities.

Skill in using initiative and sound independent judgment within established guidelines.

Incumbent MUST be able to respect and adhere to the most rigid and strict rules of employer-employee practice of confidentiality.

Must possess a valid driver's license, reliable transportation and be insurable under the Tribe's vehicle insurance policy.

Must be willing to take and pass a Pre-employment Drug Test along with a thorough PLl0l-630 background investigation.

REQUIRED EXPERIENCE AND TRAINING:
High school diploma or equivalent with at least two-year college level courses in Human Resource Management and/or Business Administration. Three (3) years of experience in Human Resources Management to include development and implementation of classification, compensation, labor relations, benefits management, staff development and training policies/program. At least 2 years of supervisory experience.

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 1132/1133.

The Pyramid Lake Paiute Tribe is a drug free work place. 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.

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). 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.