

Yerington Paiute Tribe VACANCY ANNOUNCEMENT

Position Classification and Description

Tribal Council Approved: 3/10/2021

ADVERTISE/LOCAL OPEN



POSITION TITLE: Environmental Assistant
DEPARTMENT: Environmental
SUPERVISOR: Environmental Director
WAGE: Level 8-0 \$11.47 – Level 11-0 \$13.27 F/T 32 hrs/wk
CLOSING DATE: Open Until Filled

POSITION SUMMARY: The primary function of this position is to complete work delegated by the Environmental Director to assist with the daily operation of the Environmental Department, and the fulfillment of grant and other Environmental tasks.

DUTIES:

- Responsible for tracking grant activities, objectives, and working within the budget.
- Maintains positive relations with regulatory, governmental, and granting agencies, and other Tribal environmental departments.
- Assists with implementation of environmental program work plans/activities and compliance with federal grant requirements.
- Keeps abreast of current trends and information in the environmental field.
- Assist with writing, preparing, and reviewing environmental documents.
- Prepares Environmental Newsletters including writing of newsletter articles.
- Writing, preparation, and review of environmental documents.
- Responsible for general office duties including filing documents, completing and submitting payment request, travel authorization, travel expense report, agenda request.
- Assist in developing grant quarterly reports, Tribal Council reports.
- Assists all Environmental Programs with work in the office and in the field as necessary.
- Attends necessary training sessions and meetings. Cooperate with local, regional and national environmental groups and organizations.
- Perform other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED with some college or experience in the environmental field preferred.
- Ability to travel in and out of state.
- Must be a self-starter with the ability to work independently and multi-task.
- Demonstrate excellent verbal, writing, spelling, and grammar skills with good telephone etiquette.
- Excellent computer word processing, data entry and spread sheet skills.

- Ability to apply mathematical concepts to practical situations.
- Able to work outdoors.
- Must maintain strict confidentiality and a high level of integrity in all working relationships.
- Be a team player and willing to cross train other staff or be cross trained in other duties.
- Able to lift 40 lbs or more.
- Possess a valid Nevada Driver's License and be insurable.
- Pass pre-employment drug screen and complete background investigation.

HOW TO APPLY:

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

Human Resources Department
Chris Jensen
171 Campbell Lane
Yerington, NV 89447
775-783-0265
Fax: 775-627-9022
Email: hrdirector@ypt-nsn.gov

Please note: *Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, Section 273.45, and/or 25 U.S.C. Section 5307. Also, applicant must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act, if applicable.*