



# QUECHAN INDIAN TRIBE

*Ft. Yuma Indian Reservation*

## HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

## POSITION DESCRIPTION

### Quechan Tribal Members Only

**Position:** ICWA Clerk/Receptionist - Social Services      **Salary:** \$18.00 Hourly Non-Exempt

**Opening:** Monday, April 13, 2026

**Closing:** Friday, April 24, 2026

### **BASIC FUNCTION:**

Under the direct supervision of the Social Services Director, this position-is responsible for providing administrative support to the Social Services ICWA Department. Serves as the initial point of contact for all incoming calls and greets and directs visitors. Will perform basic clerical duties and functions and operate standard office equipment.

This position requires the full understanding and active participation of our employes to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

### **DUTIES & RESPONSIBILITIES:**

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members, and all levels of staff and management.
- Answers telephone, courteously greet the public and provides information and other assistance.
- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members, and all levels of staff and management.
- Types and prepares correspondence, reports and meeting minutes; maintains filing systems and sorts/distributes incoming and outgoing mail.
- Operates computers and require skills with computer software including Word, Excel and Quicken; however, support and training are available to ensure your confidence and proficiency. Maintains electronic filing systems, databases, spreadsheets and enters data as required. Operates other standard office equipment.
- Compiles and maintains accurate and complete records of telephone/fax logs, and other reports.

- Assists ICWA staff with clerical support including case file organization, data entry, and document preparation.
- Maintains ICWA related files and records in accordance with confidentiality requirements.
- Assists with tracking ICWA cases, court dates, and required documentation.
- Provides support for ICWA-related correspondence and coordination with internal and external agencies.
- Carries out oral and written instructions in a timely and efficient way, playing a crucial role in maintaining effective working relationships with co-workers, thereby contributing significantly to the team's success.
- Maintains work area and reception area neatly.
- Maintains and upgrades skills/knowledge as required by attending training/workshops.
- Performs other related duties as assigned.

### **QUALIFICATIONS:**

- High school diploma or GED equivalent.
- Computer certification and Bookkeeping knowledge.
- Advanced courses/certificates in secretarial training are preferred.
- Ability to type 30 wpm (typing test may be required).
- Must Complete FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- Must be able to obtain a Level 1 Fingerprint Clearance Card and must pass a Centralized Background Check.
- Must possess a valid driver's license and be insured by the Tribe.
- Knowledge of Indian Child Welfare Act (ICWA) preferred.
- Must possess good written and oral communication skills.
- Knowledge and ability to effectively operate a computer and computer software and standard office equipment.
- Knowledge and experience using Microsoft programs, Word, Excel and Quicken bookkeeping software.
- Must possess a demonstrated ability to maintain confidentiality of clients and client records.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe  
Human Resource Department  
1888 San Pasqual School Road  
Winterhaven, CA 92283  
Telephone: (928)977-2727  
Fax: (760) 572-2961**

**Mailing Address:  
P. O. Box 1899  
Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at**

**[hadminassistant@quechantribe.com](mailto:hadminassistant@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, and Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.