



JOB DESCRIPTION

Job Title: DER/EPA Support Worker
Reports to: DER/EPA Director
Salary: DOE

Department: DER/EPA
Employment Status: Non-exempt/Sensitive
Driving Classification: Moderate

Summary: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The incumbent will be assisting in office administrative duties and other tasks within the department. The DER Support Workers will perform administrative and office support activities for Emergency Management, Public Health Preparedness, Environmental Protection and Homeland Security Programs.

Essential Duties and Responsibilities include the following but not limited to: Other duties assigned.

- Responsible for creating and maintaining files and documentation such as: progress reports/notes, plans, invoices, and submission to various departments.
- Oversee and maintain monthly department calendars, events, and project schedules. This will include EOC room, community calendars, department activities, meetings, travel, etc.
- Ability learn and oversee internal and external mail, complete ordering, invoices, statements, purchase requisitions and travel for department.
- Creating new vendor files, documents, flyers, pamphlets, etc.
- Providing timely submissions of progress reports, weekly reports, statistical data.
- Assisting in monitoring of property, incidents, or any other departmental needs.
- Maintain equipment and supply inventories.
- Maintain vehicle logs and ensure vehicles maintenance and schedules and proper fuel readiness for emergency situations.
- Support Emergency response services, and/or support department hosted promotional awareness campaigns provided to the community.
- Assist with community and field outreach: Implement outreach program activities in the community promoting programs, activities, projects and events.
- Must be flexible in arrangement of work schedules (upon department needs).
- Must be able to work out of the office, to include home/department deliveries, or other community/department activity.
- Must be readily available to work nights, weekends, and/or holidays in the event of an active emergency.
- Must be able to lift 25 lbs. or more

Skills required:

- Must have a valid driver's license.
- Must be trainable to meet job requirements with little to no supervision.
- Must have telephone etiquette, communication and interpersonal skills.
- Ability to maintain and organize filing systems within the department.

- Ability to work independently on assigned tasks as well as to accept direction on given task.
- Must be able to maintain confidentiality.
- Must be able to communicate effectively both orally and in writing with employees and the public.
- Must be able to use computer, scanner, copier, fax machine and multi-line phone.
- Should be proficient computer skills with the following programs: Word, Excel, Publisher, PowerPoint and internet research abilities or willing to learn within the probationary period.
- Ability to manage multiple tasks in a fast-paced environment.

Education:

High school diploma or GED-**Required**.

Willing to obtain College level general education courses, preferred.

Experience:

Prefer a minimum of one (1) year or more clerical experience in an administrative setting or willing to learn within the probationary period.

Must have knowledge of administrative and clerical procedures as well as knowledge of customer service principles and practices.

Must have knowledge of or experience in aiding assistance in the community in an emergency capacity.

Any equivalent combination of experience in community services, office setting and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.

Certificates and Licenses:

Must have the ability to obtain FEMA Emergency Management Educational Certifications in IS-100 and IS-200 within **6 months** of hire.

Must have a valid driver's license and be insurable under the Fort Mojave Indian Tribe Insurance Plan.

Must provide a DMV Report with application.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee may occasionally be required to lift and/or move up to 25 lbs. Specific vision abilities required which include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The employee will frequently be required to talk and hear, use hands and fingers to handle, reach or feel and manipulate objects or controls, sit or stand for long periods and walk distances, as well as stoop, bend, kneel and crouch.

The Indian Preference Act will be enforced. FMIT is an Equal Opportunity Employer. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.