

Employment Opportunities

Positions open/available to Tribal Member applicants exclusively for 2 weeks from **Posted** date. Outside applicants may apply & will be considered after **Open** date. Complete position descriptions available in Human Resources department. Applicants must be 18 yrs. or older to be eligible for employment. The Seminole Tribe of Florida does not participate in any Visa or employment sponsorship. ** Indicates newly posted position.

DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
HOLLYWOOD			
Accounting	Accountants: The incumbents in this position are required to operate with minimal supervision and must be able to independently develop data necessary for sound managerial decision making and financial reporting. The incumbent will perform moderately complex work in accounting systems and related aspects of financial management, requiring comprehensive knowledge of the STOF's financial functions, government fund accounting, fixed assets, auditing and automated accounting systems. Bachelor's degree in Accounting with a minimum of three (3) years related experience. Governmental Accounting/Auditing experience preferred. Knowledge of Government GAAP and GASB 34 reporting requirements. Excellent computer skills (MS Office/ Excel/Power Point). Good verbal and written communication skills. Ability to establish and meet deadlines. Good analytical skills and problem solving ability. Certification as a CPA a (+). Fixed asset accounting experience preferred.		Until Filled
Accounting	Accounts Payable Manager: Managing and supervising the activities of a centralized disbursement section within accounting office. Supervision is exercised over accounting employees engaged in processing large volumes of purchase order payments, controlling and reconciling accounts, and dealing with divisions and vendors regarding account problems and procedures. Considerable independent judgment and initiative are required to insure the smooth flow of payments and control of accounts. This position works closely with Accounting management and requires knowledge of accounting processes, internal controls and month-end and year end accounting processes. Bachelor's degree preferred including some course work in accounting . A minimum of seven (7) years of progressively responsible experience in accounting field. Experience to include supervisory responsibilities with an accounting staff or responsibilities in a leadership capacity in accounting environment . Excellent organizational and interpersonal skills. Excellent English written and oral communication skills. Proficient computer skills utilizing Microsoft software programs, including Excel and accounting spreadsheet applications.	7/19/10	8/2/10
**Accounting	Accounts Payable Supervisor: Responsible for supervising the activities of a centralized disbursement section within a large and complex accounting office. Supervises a group of accounting clerical employees. Processing large volumes of purchase order payments, controlling and reconciling accounts. Considerable independent judgment and initiative are required to ensure smooth flow of payments and control of accounts in accordance with established STOF accounting procedures. Ability to design, develop and implement revised and new accounting procedures and techniques. Ability to analyze/interpret complex accounting data, statements and tabulations. Ability to interpret and supervise the application of laws and regulations pertaining to the financial records maintained. Assoc.'s degree, Bach.'s degree preferred including coursework in b/keeping. Six yrs. progressively responsible exp. in accounts payable and accounts receivable processing. Considerable knowledge of professional accounting principles and practices of government accounting systems. Excellent organizational & interpersonal skills. Excellent English written & oral communication skills. proficient computer skills utilizing Microsoft software programs, including Excel & accounting s/sheet applications.	7/26/10	8/9/10
**Accounting	Fixed Assets Coordinator: Responsible to follow the policies and procedures of the Seminole Tribe of Florida. The individual will travel to Seminole Tribe Reservations located at Big Cypress, Brighton, Immokalee, Hollywood, Tampa and the Tribal Headquarters building in Hollywood. The coordinator will locate vehicles and equipment, identify, record and tag all information in the capital equipment schedule or program. Evaluates all facts and expenses associated with each vehicle and equipment. Must be able to stand for long periods of time, stoop, bend, walk, push, pull and lift heavy items such as computer equipment, monitors and other equipment while in the process of tagging and/ or inspecting for damages. HS graduate, Associate's degree preferred or any equivalent combination of training and experience. Two (2) to three (3) years of experience working with inventory/ fixed asset control, preferably in a supervisory capacity. Some knowledge of risk management procedures and related issues. Good computer skills including Microsoft Office software programs. Excellent organizational and interpersonal skills including English written and oral communication skills. Must be able to travel and work flexible work schedules. Valid Florida driver's license required.	7/26/10	8/9/10
Ah-Tah-Thi-Ki Museum	Retail Store Manager: The Retail Manager will be responsible for overseeing the day-to-day management operations of the Hollywood and Big Cypress museum store activities of the STOF. Ensures stores remain compliant with established STOF Departmental policies and procedures. Plans and coordinates stores operations, optimizes store sales and profitability. Supervises staff, work schedules, cash register operations and stores inventory. Focuses on providing customers with a positive shopping experience. Must possess a valid Driver's License.	6/14/10	6/28/10
Board	Director of Operations: Assists the Tribal Board to lead and manage the day to day operations and business and investments analysis, structure and programs for the STOF Inc./ Enterprises. This includes the Smoke Shops, Wholesale Operations, Trading / Gas and Convenient Store Operations, Sugar Cane Operations. Directs, manages and leads in the analysis, structure and development of alternative revenue opportunities, tribal investments and tribally owned businesses. Provides leadership in the developing of business plans, investment opportunities, standard operating procedures and market research studies. Bachelor's degree from an accredited college or university in Business Administration, Finance, or a closely related field and five (5) years of experience as an investment banker / bank lending high level management responsibilities and/or as an investment fund manager. Master's degree preferred.	5/10/10	5/24/10

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HOLLYWOOD cont'd			
Budget	Budget Analyst: Provides assistance to Budget Director for the budget formulation. Monitor activities in Departmental Budgets and indirectly oversee all responsible parties involved in the fiscal management process. Serves primary contact person for the Departments on matters relating to the budgetary process. Provide monthly, daily or weekly reports to the Director or designee as requested. Analyze financial data. Provide technical assistance in the areas of budgeting, planning, completing tribal forms, and other areas as needed/required. Bach deg in Accounting, Finance or Public Administration or similarly related field. Exp/training in local gov. budget analysis or related field. Experience in developing, implementing, and monitoring department budgets is required. Ability to extract, review, and analyze numerical information including monthly expense statements, budget requests, and cost estimates in order to prepare reports and analyses. Highly proficient computer skills utilizing Microsoft software programs and add-ins including Excel. Excellent communications skills. Valid Florida Driver's License and the ability to travel to all STOF Reservations and other locations as nec.	6/28/10	7/12/10
Chief Planning & Development Office	Executive Assistant: Assist the Chief Planning & Development Officer in developing and implementing office policies, procedures and programs. Makes policy recommendations and develops program goals and objectives. Assists in the coordination of office budget and other finance related activities as assigned by the CPCDO. Establishes, coordinates and evaluates internal work flow and document routing procedures, filing/record keeping systems, and confidential databases; manages and updates confidential files and records. Considerable knowledge of the STOF Community, culture and office standard operational procedures, tribal laws, ordinances and regulations, and the principles and practices of accounting, budget and management. Mathematical aptitude for budget preparations and fiscal management. Excel. computer skills utilizing Microsoft related software applications, preferably with PC's, Windows-based operating environment. Ability to carry out complex oral and written instructions. Ability to work flexible work schedules and evngs., wknds., holidays and to travel to all STOF Reservations. A Bach degree from an accredited college/univ. and three to five years of prof. related exp. in business, public admin/gov. or similarly related field.	7/19/10	8/2/10
Council	Security Dispatcher (3rd Shift: 11PM-8AM): Support duties such as public safety dispatch, community relations and property and evidence operations. The incumbent in this position handles inquiries involving police and public safety emergencies. Receives emergency and routine calls for service; dispatches police, fire and emergency medical units as necessary. Operates computer-aided dispatch system; makes inquiries and entries through local, state and federal information computer systems. Receives requests for information regarding vehicle registration, driving records and warrants, and provides pertinent data. Monitors several complex public safety radio frequencies. High school diploma or GED; two (2) years experience in security work, certified Security Officer or eligible; or any equivalent combination of relevant training and experience and complete classroom training in such subjects as property rights, emergency procedures, and detention of suspected criminals. CPR and First Aid qualified. Must be at least 18 years of age and able to work a flexible work schedule including weekends, evenings, holidays. A valid Florida driver's license required.	7/19/10	8/2/10
Gaming	Background Investigator: Performs the necessary investigative duties utilizing on-line services to gather information regarding credit history, criminal record, if any, etc. Utilizes the telephone extensively for contact with references and former employers. process and issue tribal Member Identification cards on an on-call basis. Coordinate with operations personnel and the on-site gaming clerk to gather necessary information when needed. High School diploma/GED. Minimum of two (2) years experience. Strong organizing and prioritizing skills. Ability to communicate with outside agencies to obtain critical confidential information. Computer literate with the ability to utilize various on-line database.	7/19/10	8/2/10
Gaming	Commission Officer: Monitor compliance with approved system of internal intervention & interpretive use of regulations. Performs fingerprinting of gaming facility employees. Communicate daily with Surveillance & other operational department heads, identifying areas of concern & investigative areas. HS dip/GED. Working knowledge of NIGC regulations & the Seminole Tribal Gaming Ordinance, Tribal MICS, & other procedures & standards. Meet standards established for a key gaming license. Able to analyze & interpret numerical data. Fax resume to 954-967-3459.		Until Filled
Gaming	Surveillance Specialists: Monitor access to restricted casino areas. Maintain daily log sheet & complete incident reports to note all unusual customer behavior or procedural errors made by employees. Work with management on surveillance issues. Maintain constant surveillance throughout the casino, watching for irregularities or illegal gaming devices. Ensure integrity of gaming, banking, countroom & cash handling procedures. HS diploma/GED. Proficiency with computers, surveillance cameras & monitors, recording devices & hand held communication devices. Able to maintain visual attention & mental concentration for significant periods of time. Fax resumes to 954-967-3459.	7/19/10	8/2/10

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Health	Behavior Analyst/Therapist: Provides individualized service to children and youth to assess and remediate identified behavioral challenges, which inhibit successful integration into the community. This will be demonstrated through Functional Assessments, Behavior Intervention Plans and one on one treatment based therapy provided in the home or school as referred to the CCDT Program. Documents provision of care, works cooperatively with STOF support staff and participates in special projects as may be necessary. Collaborates with families, caregivers, teachers and other staff members to implement behavior techniques; make suggestions for the child's daily activities. Attends and participates in STOF Tribal Community meetings, school activities and other meetings, related training and continuing education as directed by CCDT Program Manager. Master's degree with BCBA (Board Certified Behavior Analyst). Current State of Florida license required. State of Florida drivers license required. Minimum of five (5) years related experience. Excellent written and oral communication skills. Proficient computer skills utilizing Microsoft software programs and add-ins. Ability to travel to multiple Reservations to provide on-site services to children and attend various treatment team staffing.	7/12/10	7/26/10
Health	Developmental Specialists: Will work with and educate preschool staff and parents of children with special healthcare needs. The specialist will instruct staff and parents in various therapy techniques and focus on the overall development of the child and their well being. Additionally, they will utilize the Ages and Stages Questionnaire (ASQ) to provide baseline/data to support the interventions being implemented (IRT). They will work cooperatively with STOF and participate as a member of a multidisciplinary team to meet the unique needs of each child and family. Master's Degree in child development/ early childhood education, or related field (i.e., master's degree in special education). Florida Teaching Certification, ESE. Current State of Florida driver's license required. Minimum of 5 years related experience. Excellent English written and oral communication skills. Proficient computer skills utilizing Microsoft software programs and add-ins. Ability to travel to multiple Reservations to provide on-site services to children and attend various treatment team staffing.	7/12/10	7/26/10
Health	Facilities Management Representative: Responsible for coordinating the design of internal and external workspaces for Health Department facilities at all Seminole Reservations. Oversees construction, improvement, maintenance and renovations of current and future Healthcare facilities. Perform facility inspections . Work cooperatively with the Safety and Infection Control Specialist on environment of care issues ensuring staff and patient safety and security in all of the clinics. Work to prevent or minimize job related accidents, incidences and workman compensation claims within the clinic. Ability to read, review and interpret blueprints. Perform tasks such as space and workplace planning, obtaining bids/ price quotes from vendors, renovations, or architectural planning and design. Facilitate the repair and physical upkeep of all STOF Health centers including Health Department venues. Minimum of a Bachelor degree with at least (3) years of background relating to facility management at a Healthcare facility or completion of a facility manager certification (CFM). Prior work experience in some aspects of a construction trade such as plumbing, electrical, carpentry, flooring, roofing, or HVAC. Must have a valid Florida Driver's license.	6/21/10	7/5/10
Health	Speech Assistant: Assists the Speech – Language Pathologist with the implementation of appropriate treatment to those children referred to the CCDT program. Provides documentation of daily therapeutic notes, as supervised by the SLP and works cooperatively with STOF support staff and participates in special projects as may be necessary. Record, chart, graph, or otherwise display data relative to a patients performance. Attends and participates in STOF Tribal Community meetings, school activities and other meetings, related training and continuing education as directed by the CCDT Program Manager. Bachelor's Degree in Speech – Language Pathology. A current State of Florida license required. A current State of Florida drivers license required. A minimum of two years in related experience. Excellent English written and oral communication skills. Ability to travel to multiple Reservations to provide on-site services to children and attend various treatment team staffing.	7/12/10	7/26/10
Health	Occupational Therapist: Plans and administers occupational therapy evaluations and plans and implements appropriate treatment to those children referred to the CCDT Program. Documents provision of care, works cooperatively with STOF support staff and participates in special projects as may be necessary. Collaborate with families, caregivers, teachers and other staff members to make recommendations regarding the child's daily activity. Master's Degree in Occupational Therapy (minimum 5years)and/or Bachelor Degree with minimum of ten (10) years experience. Current State of Florida license required. State of Florida drivers license required. Excellent English written and oral communication skills. Proficient computer skills utilizing Microsoft software programs and add-ins. Ability to travel to multiple Reservations to provide on-site services to children and attend various team staffing.	7/12/10	7/26/10
Hotmeals	Assistant Cook: Assist the Cook in preparing breakfast, lunch and two snacks. In the case where there is a Child Care Center, will assist in transporting meals and snacks to the center. In the absence of the Cook, responsible for initiating the food preparation for that day on time, according to the established menus. Must take every precautionary measure to ensure cleanliness of self, food preparation area, utensils and food. Assist in the disposal of perishable foods (refrigerator, freezer and shelved items). In the absence of the Cook, prepare monthly meal count forms. High School diploma/GED. Ability to meet requirements of the county licensing agent and the Seminole Tribe of Florida. Valid Florida Driver License. Ability to obtain a food handler's permit.	7/19/10	8/2/10

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HOLLYWOOD cont'd			
Housing	Procurement Coordinator: The incumbent in this position is responsible for carrying out procurement procedures, conducting construction bidding contracting processes, acquiring construction supplies and equipment, and cost estimates for the STOF Housing Department, in accordance with Tribal policies and procedures. Conduct the bidding and contracting process for vendors and contractors. Procure, inventory and warehouse materials and fixtures for Housing Department projects. Write independent cost estimates and conduct cost and price analysis for planned projects, materials acquisition and other activities of the Housing Department as requested. Coordinate the estimating, timely requisition and acquisition of materials for project sites with construction supervisors. Contact and maintain directory of suppliers and subcontractors for comparative and competitive pricing and availability of materials, supplies and workforce. Conduct pre-qualification screening for all bidders and vendors. Maintain files and records of all work orders, purchase orders, requisitions and change orders generated in the acquisition of goods and services. High school diploma or GED equivalent. Associate's degree preferred. Three (3) to five (5) years estimating experience.	7/5/10	7/19/10
Housing	HVAC Technician: Performs a wide variety of skilled tasks involved in the maintenance and repair of ventilation, heating and air conditioning units related to the care and maintenance of STOF residences, buildings and facilities. Requires a High School Diploma or GED. Appropriate specialized training in the skills needed in heating and air-conditioning systems repair and installation. A minimum of (4) four years of journeyman experience in heating, air-conditioning and energy management, two of which were spent in commercial HVAC. Possession of, or ability to obtain, an appropriate, Florida driver's license. Possession of an EPA Refrigerant Technician Type I and II certification on the date of application. Possession of an EPA Refrigerant Technician Universal certification within six months of the date of appointment. Able to travel to all STOF Reservations and be on call 24/7 for emergencies as necessary.	5/17/10	5/31/10
Information Technology	GIS Specialist: This position is highly technical in nature and requires the ability to work independently and to manage projects and tasks with little or no supervision. This technical work is involved in analysis and evaluation of existing or proposed geographic information systems and designing solutions and technical procedures to process GIS data from all areas of this tribal government. Will serve as an analyst on projects involving complex GIS studies that require data creation, editing and manipulation. Position includes extensive mapping and related work as required. Bachelor's Degree in Geography, Geomatics, or related field, with GIS coursework. Two years of GIS experience and one year of at least occasional use of GPS in the field.	7/5/10	7/19/10
Information Technology	Switchboard Operator: Operates a switchboard or telephone console to route incoming calls. Places outgoing calls potentially for several locations simultaneously. Maintains the organizations telephone directory. Assists with clerical projects as needed. Must have a High School Diploma or GED. Excellent customer service skills required with a pleasant phone voice. Must be able to work well under pressure. Must have the ability to maintain accurate records. Must possess a valid FL. Driver's license.	7/5/10	7/19/10
Information Technology	Project Manager/Business Analyst: Performs discovery of current business processes through end-user interviews and form gathering. Creates documentation of current business processes, including but not limited to, detailed written description, work flow diagrams and supporting documents. Coordinates meetings with employees, supervisors and directors to review documented processes and discuss changes. Creates documentation of "To-Be" processes, including detailed descriptions and work flow diagrams, as well as implementation plans. Performs discovery for software procurement and/or software enhancement, including interviewing, needs analysis and form gathering. Bachelor's Degree in a related field and 3 to five years of experience in a related business field. Must possess a valid Florida Driver's License.	6/14/10	6/28/10
Information Technology	SharePoint Architect/Developer: Provide detailed architecture analysis and design, and direction on the infrastructure setup activities. Assist in creation of prototypes, proof of concepts, presentations, etc. Act as a subject matter expert and a technology consultant, offer educated solution recommendations to customers for given problem definitions. The successful individual will understand business requirements, and convert them into systems designs. Expert-level expertise with Microsoft Office SharePoint Server (MOSS) and Windows SharePoint Services (WSS) technologies including creating, packaging and deploying custom web parts, site definitions and features. Lead SharePoint solution efforts involving Portals, Workflows, Enterprise Content Management, Enterprise Search, Business Process design, InfoPath Forms, and Business Intelligence. Experience with .NET Framework to include .NET 2.0 and ASP.NET 2.0/3.0/3.5. Demonstrated competency in Visual Studio, Visual Studio Tools for Office, Windows Workflow Foundation, Forms Server and Excel Services. Strong exp. packaging and deploying SharePoint solutions. Leadership exp. throughout the software lifecycle. BS/MS in Computer Science or related field or equivalent edu.and exp. MOSS certifications are a plus.		Until Filled

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HOLLYWOOD cont'd			
Non-Resident Liaison	Executive Administrative Assistant: Assists in developing and implementing office policies, procedures and programs. Makes policy and budgetary recommendations. and develops program goals and objectives. Assists in the coordination of office budget and other finance related activities. Represents and assists the department at meetings and various activities. Conducts studies and research to determine needs and support office objectives. Coordinates programs and projects for improvement and enhancement of services and staff. Reviews existing organizational patterns, programs, work relationships and staff utilization. Recommends and implements organizational and administrative changes. Attends STOF related conferences and professional meetings. Confers with STOF officials, contractors, vendors, and the general public regarding the Representative's office operations and services provided to the Tribal community. Bach Deg & Valid DL. Exc. comp skills utilizing MS software i.e. excel, word and power point. Must be able to multi-task and have excellent communication skills. Able to travel to all STOF Reservations & other locations as necessary. Able to work a flex work schedule incl. evenings, w/ends, & holidays.		Until Filled
Okalee Village/Choopeek Cheke	Cashier/Sales Associate: Sell all products; operate cash register/handles cash; works w/ store merchandise; stocks shelves. Maintains/cleans store. HS diploma preferred. Flex hours.		Until Filled
Purchasing	Contract Specialist: Responsible for the coordination and review of all contracts as they flow between the Purchasing, Legal and user Departments of the Seminole Tribe of Florida. Employee may also have direct contact with suppliers/vendors during the review process of such contracts. Monitors performance of various vendors, contractors and consultants to ensure compliance and anticipate and plan for future appropriate actions. Reviews, approves and monitors the processing of vendor pay requests to confirm compliance against contract terms and conditions. Assists departments with resolution of contract disputes including answering questions and/or directly intervening on behalf of the department with the appropriate parties. Researches, investigates, initiates and coordinates the assertions and defenses of contract claims with users, contractors, vendors, consultants and legal counsel. AA Degree in related field required, as well as 3-5 years of contract management exp or an equivalent combination of education and or work exp. MS Office. Lawson exp. highly preferred. Able to work a flexible sched, including eve, w/e and hol. Able to travel to all STOF Reservations and other locations. A valid Florida Driver's license is required.	5/3/10	5/17/10
Seminole Media Productions	Copy Editor: Responsible for assisting the STOF Communications team editors and staff to research, write and edit articles, headline and cutline writing, and ensuring story accuracy and timeliness. Check designs and production. Proofreads publications, documents or any other materials as assigned. Ensures that the material is error free and appropriate prior to final printing and distribution. May also be required to perform reporting duties. The individual works closely with the Sr. Editor and Editor-in-Chief. HS graduate, Bach. degree pref. and two (2) to four (4) years of related exp. in the same or similar work environment including book publishing or related enterprise (magazine publishing, library, bookstore, newspaper, yearbook, public relations); or any equivalent combination of edu./exp. Excellent English written and verbal communication skills. Excellent computer skills utilizing Windows/ MS Office, Quark Xpress, and Adobe InDesign and Photoshop applications. Ability to travel and work a flexible schedule.	6/7/10	6/21/10
Seminole Media Productions	Tribune Editor in Chief: Responsible for supervising the STOF Communications team editors and staff assigned to the STOF Tribune newspaper. The individual will check designs and production. Proofreads publications, documents or any other materials as assigned. Ensures that the material is error free and appropriate prior to final printing and distribution. Acts as a liaison with the Tribal community. Prepares annual budget and ensures compliance with established budgetary goals. High School graduate, Tribal Members Only . Bachelor's degree preferred and 3-5 years of related experience in a same or similar work environment including book publishing or related enterprise. Strong organizational, problem solving and interpersonal skills. Excellent English written and verbal communication skills. Able to manage diverse workloads, multiple tasks and projects. Excellent computer skills utilizing Windows/ MS Office, Quark Xpress and Photoshop applications. Ability to travel and work flexible work schedules including evenings, weekends and holidays.	6/7/10	N/A
Seminole Media Productions-Business Marketing	Graphic Designer: Responsible to develop the overall layout and production design of magazines, newspapers, journals, corporate reports, and other publications for business marketing of the Seminole Media Production Department. The incumbent will also produce promotional displays, packaging, and marketing brochures for products and services, design distinctive logos. Will prepare sketches and layouts—by hand or with the aid of a computer or other technological equipment; will also select colors, sound, artwork, photography, animation, style of type, and other visual elements for the business marketing design. Bachelor's degree in Graphic Design or related field AND three years experience in graphic design, layout and illustration;Excellent computer design skills with proficiency utilizing excellent computer skills including MS Word. Efficiency with the use of design programs such as Quark Xpress, Adobe Illustrator, Adobe Photoshop, Adobe Indesign, Acrobat, IC Verify, Director, Micromedia Director Dreamweaver and Macromedia Flash. Strong photography skills. Excellent English written and oral communication skills. Able to travel to all STOF Reservations and other locations as needed. Willing to work a flexible work schedule and evenings, weekends and holidays.	6/21/10	7/5/10

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Seminole Media Productions-Business Marketing	Marketing Production Manager: Oversee all marketing, advertising and promotional staff and activities. Evaluate customer research, market conditions, competitor data and implement marketing plan changes as needed. Develops annual marketing plan in conjunction with sales department, which details activities to follow during the fiscal year, which will focus on meeting organizational objectives. Manages the Marketing Department Budget. Provides direction of marketing staff where budgets are devolved. Bachelor's degree in Marketing, Business or a related field; or any equivalent combination of education and experience, with at least four (4) to six (6) years of progressively responsible driving marketing/ sales programs. Excellent project management skills; specifically, the ability to execute and project from conception to deliverable. Strong understanding of customer and market dynamics and requirements. Must have strong negotiation skills, excellent organizational and interpersonal skills. English written and verbal communication skills. Must be able to travel to all STOF Reservations and have a valid Florida Driver's License. Able to work a flexible work sched incl eve, w/e and hol.	7/12/10	7/26/10
Trading Post	General Manager: Plans, directs, manages and organizes the retail, restaurant and gas station operations of the existing Convenience Store/Gas Station along with any future stations and Brighton Campus Ground. Responsible for ensuring efficient quality service and accurate record keeping in accordance with safety and quality standards. Responsible for all budgets and overall profitability. Effectively manages and coaches the managers/staff to ensure that individual, team, station and company goals are met. Receives all contracts, vendor relationships and bills and handles disposition of problems/concerns. Manages daily and monthly reporting of sales by location, product, etc., determines fuel pricing and margins. Continually assesses and enhances products and inventory. Bachelor's degree. An equivalent combination of training and experience is acceptable. A minimum of five (5) years supervisory experience in retail industry. Exp.dealing with manufacturing, roll-over inventory, etc. Extensive promotional marketing background and experience with multi-locations. Strong proven leadership skills is essential. Must be familiar with accounting and bookkeeping procedures. Excellent organizational and interpersonal skills including English written and oral communication skills.		Until Filled
Trading Post	Sales Associate: Sell all products; operate cash register/handles cash; works w/ store merchandise; stocks shelves. Maintains/cleans store. HS diploma preferred. Flex hours.	7/19/10	8/2/10
Utilities	Distribution/Collection Operator: Participates in the installation, repair, and maintenance of underground utilities, i.e. water distribution system, sewer collection system, and storm drainage systems. Operates vehicles, hand tools, power tools, and occasionally heavy equipment. Participates in providing maintenance and repairs of city buildings and facilities; surface maintenance of streets, sidewalks, signage, etc. Knowledge of the methods, materials, practices, procedures, and equipment used in the construction and maintenance of public works facilities. Skill in the use of various hand tools. mechanical aptitude suitable to understanding operation of public works systems. Ability to fluently speak, read and write the English language. High School graduate or GED equivalent. Possess and maintain a valid FL Drivers License, without restrictions. Possess and maintain a valid FL Class B Commercial Driver's License.	7/5/10	7/19/10
Utilities	Waste Water Treatment Plant Operator: Operate waste water plant equipment & machinery that includes turbine pumps, high service pumps, aerators, chlorinators, booster pumps & auxiliary engines. Conduct & records gauge & meter readings & maintain records on specific operations. Collect water samples for lab & bacteriological analysis. Working knowledge of water plant facilities & applicable rules & regulations. Able to collect, organize & evaluate data & develop logical conclusions. Able to utilize problem-solving techniques. HS dip/GED. Possession of a valid State of FL Water Plant Op. "B" Certificate of License highly prefed. or possession of a valid State of FL Water Plant Op. "C" Certificate of License at time of hire & eligible to obtain within 1 year of appointment the educational requirements for the certificate of license & obtain a valid State of FL Water Plant Op. "B" Certificate of License. Valid FL Driver's License reqd. Min. 1-3 years of exp. English written & oral communication skills. Able to travel to all STOF Reservations & other locations as necessary. Able to work a flex work schedule incl. evngs, w/ends, & holidays.		Until Filled
BIG CYPRESS			
Ahfachkee School	Physical Education Instructional Aide: Assists PE Teacher to coordinate PE activities, materials, equipment and individual, dual or team sports utilizing the approved curriculum guide. Provides assistance in demonstrating basic skills, knowledge and strategies of formal sports, games, rhythms and fundamentals of body movement. Assist in the handling of PE and Health classes for handicapped students as necessary. Assists with providing appropriate safety instructions and make safety checks on equipment and field areas to ensure the overall safety of students. Assists with the supervision of students during emergency drills, assemblies, play periods and field trips. Monitors class in absence of the PE Teacher.Maintains professional competence through in-service education activities. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully certified teachers. As directed by Teacher, assists with providing leadership to students in activities during the assigned working day. Experienced and or certified as PE Instructional Aide highly preferred. Required to have a minimum of 60 college hours AND a substitute teaching certificate.		Until Filled

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
BIG CYPRESS cont'd			
Ah-Tah-Thi-Ki Museum	Exhibits Coordinator: Responsible for the maintenance of the exhibit galleries which also includes objects currently on display in the gallery. This position is also accountable for the management of S.T.E.P. (Seminole Travelling Exhibits Program). Prep and install/ de-install of museum exhibits. Maintain and supervise cleaning of museum exhibits. Manage S.T.E.P. (Seminole Traveling Exhibits Program). Serve as initial point person for S.T.E.P. Develop and maintain marketing ideas for S.T.E.P. Create smaller graphic design elements for exhibits. Maintain exhibit collection. Act as liaison with vendors for outsourced design elements. Assist Curator of Exhibitions and Exhibits Manager as needed. Organize and maintain exhibit files on shared network and within PastPerfect. Document exhibit fabrication and final product. B.A. in History, Anthropology or Museum-related studies. Experience in exhibit prep and design essential. 3-5 years museum experience necessary. Experience managing a traveling exhibits program a plus. Excellent computer skills utilizing Microsoft, Adobe and PastPerfect. Graphic design skills a plus.	5/3/10	5/17/10
Ah-Tah-Thi-Ki Museum	Lead Tour Guide: Conduct a variety of tours in the museum and on the boardwalk for VIP's, special visiting groups, the general public, etc. Announce and direct visitors to the Orientation Theater, introduce the visitor to the Museum and the Movie, and turn on the Orientation Movie. Be the lead on Educational assigned projects assisting other tour guides with project tasks. Make on-the-ground decisions about changes to guided tours and be able to direct the other tour guides on those changes. Provides leadership and guidance to the other tour guides, assist with project and be a leader to tour guides on these projects. Must have Associates Degree and have 3 to 4 years of tour planning experience which includes: leading a project team and laying out project timelines. Must have a working knowledge of Seminole culture and history. Must be willing to learn and study Seminole culture and history. Ability to work independently and work a flexible work schedule including evenings, weekends and holidays. Must have a valid Florida driver's license.		Until Filled
Billie Swamp Safari	Tour Guide: Greet and provide park information to visitors as appropriate. Verify passenger count and collect tickets. Provide informative introduction and explain safety requirements prior to departure of tour. Safely conduct interpretive and educational tour in time allotted with an attitude towards customer appreciation. Secure vehicles and equipment as necessary. Perform detailed inspection of vehicles. Request repair or replacement of equipment and accessories through appropriate channels. High school diploma or GED equivalent. Valid Florida driver's license with reliable transportation. Work flexible hours. Must be able to lift a minimum of 50lbs, as position can call for heavy lifting. Self-motivated, willing to learn position cross training. Good communication and organizational skills. General knowledge of Florida plants and animals.		Until Filled
Building & Grounds	Maintenance Staff: Maintain grounds & facilities for department. Minor building repairs such as: shelving, light bulbs, plumbing, windows, doors. Mow lawns & keep grounds clean. Trash pick up, meeting preparations, office setup. Able to work around children. Able to lift 50+ lbs. HS dip/GED. Valid FL driver's lic. General knowledge of maintenance & repairs.	7/19/10	8/2/10
Cattle & Range	Secretary/Receptionist: Performs a variety of office support and receptionist duties . Answers phones, customer inquiries, and greets and directs visitors to appropriate parties and office locations. Will be responsible for composing and typing a variety of standard documents and correspondence. Distributes incoming and outgoing correspondence, organizes office space for meetings, relays and resolves routine telephone and/or walk-up inquiries, processes forms, orders supplies and maintains records. Provides administrative support. High School diploma or GED; must have some clerical experience in utilizing office equipment, following standard office procedures including typing (30-35 wpm), filing, archiving, ordering office supplies and maintaining interdepartmental communications. Knowledge of Microsoft Software programs including Excel. Excellent phone skills and organizational skills required.	7/19/10	8/2/10
CCE	Maintenance Staff: Maintain grounds & facilities for department. Minor building repairs such as: shelving, light bulbs, plumbing, windows, doors. Mow lawns & keep grounds clean. Able to work around children. Able to lift 50+ lbs. HS dip/GED. Valid FL driver's lic. General knowledge of maintenance & repairs.	7/5/10	7/19/10
Education	Education Advisor: Advise students K-12. Maintain, resolve & improve relationship at public and private schools. Input/supervise all data relating to students, & confidential information into computers. Home visits with parents/guardians when necessary. Serve as Tribal liaison with schools, public or private, that have Seminole students in attendance. Work with Family Services to monitor school absences, tardiness & update personal history of clients. Bachelor's degree in Education. Florida Teaching cert. Min. 5 years working with students in public school setting. Able to work flexible hours. Knowledge of K-12 curriculum requirements. Must have basic Windows computer skills (MS Word, Access, Excel, Outlook)	7/12/10	7/26/10

Employment Opportunities

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
BIG CYPRESS cont'd			
Family Services	Residential Technician: Assists in direct resident care and treatment within the STOF halfway sober house to its chemically dependent adult male clients. Provide a home-like atmosphere as well as opportunities for independent growth and responsible community living. Mutual self-help, assistance in economic and social adjustment, integration of activities of daily living and development of a sound recovery program are components of halfway houses. The Residential Technician assists to provide a transitional zone intended to represent a "realistic living environment" while combining aspects of governance and supervision with social support and counseling. High School Diploma or G.E. D. equivalent. Must have a working knowledge of twelve step recovery programs. Minimum of two (2) years experience working in substance abuse field, healthcare or related setting. Must be willing to work flexible hours and travel as required by the position.		Until Filled
Health	Advanced Registered Nurse Practitioner: Perform act of diagnosis treatment in the primary care setting in accordance with the Florida Board of Nursing guidelines & established protocols with collaborating physician. Work efficiently within Tribal Financial & Budget Policies & Procedures. Work closely with managed care department to employ cost conscious care with optimum health outcome. Educate & counsel patients on health issues & self-care skills, e.g. pathophysiology, pharmacological interventions, periodic screening/health maintenance, healthy lifestyles to assist patients in reaching their optimum level of wellness. Master of Science in Nursing Family Practice, Certified in Family Practice. Active, current ARNP license in the State of Florida. Valid FL Drivers License in good standing. Current CPR/HIV certs. Prefer primary care experience & ACLS.	6/21/10	7/5/10
Recreation	Health Education Promotion Specialist: Responsible for planning, implementation and evaluation of policies and strategies to promote health programs for youth of the Seminole Tribal Community. Works with counselors and is immediately responsible for the youth's outlook on health and participation in physical education and recreational activities. The person in this position will be closely involved with delivering the prevention and promotion aspects of national service frameworks and strategic plans for public health, counseling, and following up on the development of community strategies, local strategic partnerships, and health improvement partnerships. Bach. degree in a field related to the assigned work and/ or relevant professional qualification, such as health promotion, social work, community and youth work, health visiting and environmental health, nursing, or teaching. A relevant postgraduate degree in Health Promotion, Public Health or Health Development is desirable. Two (2) to five (5) yrs of professional level exp.in similar services area. Any equivalent combination of formal education and experience may be considered. Computer literacy in MS Office programs. Exc English written and verbal skills. Valid FL-DL. Must be willing to work flex hours as req by the position.		Until Filled
Rock Pit	Support Truck Driver: Operates a variety of heavy equipment. Duties include driving and operating equipment over the road and off the road in the performance of assigned tasks. Some routine vehicle maintenance including pre-operation checks, routine preventive maintenance and minor field repair or adjustment of equipment is required. One (1) year of full time experience in the operation of heavy construction equipment. Ability to lift and carry up to 50 lbs. without assistance. Must be certified to operate heavy equipment	7/12/10	7/26/10
BRIGHTON			
Accounting	Accounts Payable Clerk: Responsible for the verification of coding, heading and signature authorization of requisitions. Ensure vendor validity. Verify that proper documentation accompanies requisitions. Maintain vendor records and contacts. Type manual checks when necessary. Research questions concerning payables from vendors and departments. Verify that duplicate payments are not made. Sort and distribute work for updating payables. High School diploma/GED. Ability to type at least 30-35 words per minute. Must be detail oriented and have knowledge and experience of proper filing. excellent telephone etiquette.	6/21/10	7/5/10
Culture	Cultural Language Instructors: The Cultural Education Department is looking for Tribal Members who would like to come to work with us in our Charter School program as Language Instructors. The ability to speak or have an understanding of the Creek language is helpful but not necessary. It is important to have a desire to learn the language and have a willingness to pass on your knowledge to future generations. Our Department has a "Teacher Training Program" that will give interested Tribal Members the skills and knowledge necessary to be a successful instructor in the program. All of the materials and activities are provided by the Development Team. Some knowledge of traditional arts and crafts is helpful but not mandatory. High School diploma or GED. Excellent organizational and interpersonal skills including English written and verbal communication skills. Must be able to work each day, Monday through Friday, observing scheduled school/ hours. Ability to work overtime, evenings and weekend hours as may be necessary.		Until Filled
Fred Smith Rodeo Arena	Maintenance Staff: Responsible for cleaning and maintaining all restrooms, shower rooms and the concession stand, before during and after events held at the arena. Cleaning of the animals, stalls and pressure clean bleachers prior to and after Rodeo events. Provide maintenance for the facilities, restrooms, showers, grounds, walkways, fences and surrounding areas. Clean offices and mops and cleans the announcer's box area. Must become familiar with all the plants, shrubs and trees so that they can be fertilized trimmed and/or pruned when needed. Fertilizes and waters all plants and grass area within the complex. Uses a pressure cleaner and a leaf blower to help maintain the grounds and stand area. Picks-up garbage within the compound area, empties, cleans and lines with new bags. This position reports to the Asst. Director, Fred Smith Rodeo Arena & is a non-exempt position. HS Diploma/GED. 6 months to 1 or more years of experience in a maintenance, labor, cleaning or custodial work.; or any equivalent combination of education, experience & training.	7/19/10	8/2/10

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
BRIGHTON Cont'd			
Gaming	Commission Officer: Monitor compliance with approved system of internal intervention & interpretive use of regulations. Performs fingerprinting of gaming facility employees. Communicate daily with Surveillance & other operational department heads, identifying areas of concern & investigative areas. HS dip/GED. Working knowledge of NIGC regulations & the Seminole Tribal Gaming Ordinance, Tribal MICS, & other procedures & standards. Meet standards established for a key gaming license. Able to analyze & interpret numerical data. Fax resume to 954-967-3459.		Until Filled
Health	Speech Pathologist: Conducts speech, language and hearing screenings to identify children in need of diagnostic evaluations. Conducts diagnostic speech, language, voice, fluency, functional communication and augmentative communication evaluations, to identify children's needs. Assists and guides families and children's provider's teachers in observing, describing and referring suspected and identified speech and language impairments. Provides thorough assessment and diagnosis of child's speech, voice and language impairments. Identify possible services required for the child via the CMS treatment team. Provides appropriate individualized programs of therapy to meet individual child's needs and to correct existing speech or language handicaps. Provides information, support, and counseling to parents on speech and language issues when appropriate. Administers formal and informal measures by observing child in the classroom and natural settings. Master's Degree in Speech Language Pathology. A current State of Florida license required. A min of five (5) years related experience. Exc English written and oral communication skills. Proficient in MS Office. Ability to travel to multiple Reservations to provide on-site services.		Until Filled
Housing	Procurement Specialist: Responsible for assisting in the procurement of supplies, equipment, labor and services for the Seminole Tribe of Florida Housing Department. Position reports to Procurement Coordinator – Member Care & Asset Management and Procurement Coordinator – Planning & Development. Major responsibilities include: Performing administrative duties related to the acquisition of supplies, equipment, labor and services. Performing administrative duties related to soliciting and maintaining grants from HUD and other grant organizations. Establishing and maintaining positive and productive working relationships with other Tribal employees, members of the tribal community, vendors and contractors. High school diploma or equivalent; 2 years related work experience preferred. Proficient use of Microsoft Word and Excel. Strong communication skills (verbal and written).		Until Filled
Housing	Administrative Assistant: Independent work assisting management in a variety of administrative and clerical matters. Work involves assignments which are broad as to objective and content and require some independently making decisions and obtaining solutions by operating within well-established policies, laws, rules and guidelines. Schedules appointments, gives information to callers, composes memos and may assist with product research as directed. Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports. Relies on experience and judgment to plan and accomplish goals. Requires a high school graduate or equivalent GED with at least 1-3 years of experience; would prefer experience in Construction or related field. Associate's Degree preferred. Familiar with a variety of the field's concepts, practices, and procedures in related area. Excellent computer skills including Microsoft software programs and add-ins. Excellent English written and oral communication skills. Ability to multi-task.		Until Filled
Non-Resident Liaison	Sewing Center Manager: Responsible for planning, scheduling, organizing and conducting traditional sewing educational lessons to tribal community, children, adults etc. The individual in this position will also be responsible for encouraging student participation to enhance developmental skills. Teach the native sewing art and its significance. Plan and organize Cultural activities with staff and community. Hire and supervise staff. Attend staff meetings. High school diploma or equivalent GED. Excellent organizational and interpersonal skills including English written and verbal communication skills. Very familiar with traditional Seminole sewing art, culture and history. Ability to speak Creek or Miccosukee language is highly preferred. Ability to work a flexible work schedule including evenings, weekends and holidays.	6/28/10	7/12/10
Trading Post	Sales Associate: Sell all products; operate cash register/handles cash; works w/ store merchandise; stocks shelves. Maintains/cleans store. HS diploma preferred. Flex hours.	6/14/10	6/28/10
Utilities	Water Treatment Operator: Operate waste water plant equipment & machinery that includes turbine pumps, high service pumps, aerators, chlorinators, booster pumps & auxiliary engines. Conduct & records gauge & meter readings & maintain records on specific operations. Collect water samples for lab & bacteriological analysis. Working knowledge of water plant facilities & applicable rules & regulations. Able to collect, organize & evaluate data & develop logical conclusions. Able to utilize problem-solving techniques. HS dip/GED. Possession of a valid State of FL Water Plant Op. "B" Certificate of License highly prefd. or possession of a valid State of FL Water Plant Op. "C" Certificate of License at time of hire & eligible to obtain within 1 year of appointment the educational requirements for the certificate of license & obtain a valid State of FL Water Plant Op. "B" Certificate of License. Valid FL Driver's License reqd. Min. 1-3 years of exp. English written & oral communication skills. Able to travel to all STOF Reservations & other locations as necessary. Able to work a flex work schedule incl. evngs, w/ends, & holidays.		Until Filled

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
COCONUT CREEK			
Gaming	Commission Officer: Monitor compliance with approved system of internal intervention & interpretive use of regulations. Performs fingerprinting of gaming facility employees. Communicate daily with Surveillance & other operational department heads, identifying areas of concern & investigative areas. HS dip/GED. Working knowledge of NIGC regulations & the Seminole Tribal Gaming Ordinance, Tribal MICS, & other procedures & standards. Meet standards established for a key gaming license. Able to analyze & interpret numerical data. Fax resume to 954-967-3459.		Until Filled
Gaming	Surveillance Specialists: Monitor access to restricted casino areas. Maintain daily log sheet & complete incident reports to note all unusual customer behavior or procedural errors made by employees. Work with management on surveillance issues. Maintain constant surveillance throughout the casino, watching for irregularities or illegal gaming devices. Ensure integrity of gaming, banking, countroom & cash handling procedures. HS diploma/GED. Proficiency with computers, surveillance cameras & monitors, recording devices & hand held communication devices. Able to maintain visual attention & mental concentration for significant periods of time. Fax resumes to 954-967-3459.	7/12/10	7/26/10
IMMOKALEE			
Culture	Cultural Language Instructor: The Cultural Education Department is looking for Tribal Members who would like to come to work with us as Language Instructors. The ability to speak the language is helpful but not necessary. We will work with you to help you learn your language. It is important to have a desire to learn the language and have a willingness to pass on your knowledge to future generations. Some knowledge of traditional arts and crafts is helpful but not mandatory. High School diploma or GED. Excellent organizational and interpersonal skills including English written and verbal communication skills. Must be able to work each day, Monday through Friday. Ability to work overtime, evenings and weekend hours as may be necessary.		Until Filled
Gaming	Commission Officer: Monitor compliance with approved system of internal intervention & interpretive use of regulations. Performs fingerprinting of gaming facility employees. Communicate daily with Surveillance & other operational department heads, identifying areas of concern & investigative areas. HS dip/GED. Working knowledge of NIGC regulations & the Seminole Tribal Gaming Ordinance, Tribal MICS, & other procedures & standards. Meet standards established for a key gaming license. Able to analyze & interpret numerical data. Fax resume to 954-967-3459.	7/5/10	7/19/10
Gaming	Surveillance Specialists: Monitor access to restricted casino areas. Maintain daily log sheet & complete incident reports to note all unusual customer behavior or procedural errors made by employees. Work with management on surveillance issues. Maintain constant surveillance throughout the casino, watching for irregularities or illegal gaming devices. Ensure integrity of gaming, banking, countroom & cash handling procedures. HS diploma/GED. Proficiency with computers, surveillance cameras & monitors, recording devices & hand held communication devices. Able to maintain visual attention & mental concentration for significant periods of time. Fax resumes to 954-967-3459.		Until Filled
FORT PIERCE			
Chupco Ranch	Assistant Program Director: Assisting the Program Director in the coordination and administration of the Chupco Ranch programs in the STOF. <i>Required to have extensive knowledge about horses, including equine medicine, surgery, reproduction and breeding, and performance evaluation.</i> Ability to treat wounds, set fractures, deliver foals; train and break horses; breed horses; research horse health, nutrition and breeding; supervise horse care for rodeos, and other equestrian events. Work involves planning, coordinating, directing and promoting all activities of the Chupco Ranch. The employee in this position is expected to coordinate programs and supervise employees. Some college preferred or equivalent training and experience to perform the functions of this job. <i>Veterinary background or similar type background is required.</i> At least three (3) to five (5) years of ranch work experience, working with and treating horses; or any equivalent combination of education, experience and training. English written and verbal communication skills. Organizational and interpersonal skills Some supervisory experience. Computer literacy in MS Office programs. Exc English written and oral communication skills. Valid FL-DL. Willing to work flex work schedules including eve, w/e and hol.		Until Filled
Chupco Ranch	Ranch Handler: Provide direct care for livestock. This includes (but is not limited to) the following: Provide feeding and maintain records of feeding schedules, diets, medical care and services provided to animals. Responsible for cleaning of animals, stalls and other Ranch areas as required. Ensures that animal facilities remain clean at all times. Provide on-call maintenance/emergency care (birthing, serious illnesses). Maintain updated and accurate records. Produce weekly narrative reports to be reviewed by manager. May be assigned to work and assist at Ranch events and activities as directed. Working knowledge of caring for horses and other animals. Working knowledge of ranch equipment, materials and supplies used in Ranches. Ability to work independently and to complete daily activities according to work schedule. Ability to walk and stand for long periods of time. Ability to work a flexible work schedule including evenings, weekends, and holidays. Graduation from HS or GED equiv. preferred. Six months to one yr of exp. in a maintenance/labor position, working with horses or other animals and cleaning and custodial work or related, etc. Must have a valid DL.		Until Filled

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
TAMPA			
Elder Services	Driver/Janitor: Drives a 15-person van/bus, or its general equivalent, to transport STOF tribal members to and from a specified STOF community service and/or other program activities. Performs routine vehicle maintenance and reports non-routine problems to Department of Elder Affairs Director as directed. Also performs housekeeping/custodial assignments in the STOF facility, premises and department vehicles. Knowledge of the greater Miami-Dade, Broward, Polk, Lee, Collier, Hillsborough, Manatee, Hendry counties and surrounding areas. High School diploma or equivalent GED required with at least one (1) year of experience that is directly related to the duties and responsibilities specified. Valid Florida vehicle operator's permit. Able to work flexible hours, appropriate to program requirements and may be required to remain on-call during a program week and/or during travel.		Until Filled
Health	Health Education/Nutritionist (Part-Time): Plans and implements health education disease prevention and appropriate screenings in response to identified needs of community and employee body. Coordinates health education programs with other State, Federal and local programs via Program Manager. Assists in health career development and promotion, assists and serves as a resource for other Tribal education/prevention promotions. Develops, updates and maintains the Health Education Policy & Procedure manual. BA or BS degree in Health Educ'n, Community or Public Health, Biologic Sciences, Nutrition (license eligible), Education, PR, behavioral Science or Communications WITH 1-yr of prof. exp.in providing health education services. MS. Deg. in one of the above can substitute for required prof. exp. OR 3-yrs of exp in Health & Health Educ'n, working on appropriate credentials (to be completed within 24 months of employment). Supervisory or mgmt exp. preferred. Valid FL DL in good standing. Must be willing to work flex. works schedules including evenings, weekends and holidays.	7/19/10	8/2/10
TRAIL			
Liaison Office	Receptionist: Answers phones, customer inquiries, and greets and directs visitors to appropriate parties and office locations. Will be responsible for composing and typing a variety of standard documents and correspondence. Distributes incoming and outgoing correspondence, organizes office space for meetings, relays and resolves routine telephone and/or walk-up inquiries, processes forms, orders supplies and maintains records. HS diploma or GED; must have some clerical experience in utilizing office equipment, following standard office procedures including typing (30-35 wpm), filing, archiving, ordering office supplies and maintaining interdepartmental communications. Knowledge of Microsoft Software programs including Excel. Excellent phone skills and organizational skills required.	7/19/10	8/2/10