

**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.  
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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
<b>HOLLYWOOD</b>			
<b>Ah-Tah-Thi-Ki Museum</b>	<b>Retail Store Manager:</b> 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.	10/5/09	10/19/09
<b>Chairman's Office</b>	<b>Personal/Executive Administrative Assistant:</b> The incumbent in this position will work closely with the Fort Pierce Liaison providing executive, administrative & personal support. Travels with the Liaison regionally/nationally/internationally to assist with meeting setup, hosting, delivery of presentation & materials; provides relief by running personal errands where these may interfere with the Rep's work schedule. Considerable knowledge of the STOF community, culture & office standard operational procedures. Detailed oriented. Ability to multitask, strong sense of urgency, and commitment to excellence. Ability to exercise a high level of discretion in handling confidential & sensitive information. Able to travel, work long hours, evenings, weekends & holidays. Ability to plan, direct & supervise office operations, activities, and staff. A Bach's degree from an accredited college or university or 3-5 years of related exp. Personal Assistance experience required. Excellent computer skills utilizing Microsoft programs, i.e. Excel, Word, etc. Candidate must be career-oriented, energetic, self motivated, highly organized and driven to succeed. Must be able to plan ahead & flex on personal schedule, to meet the work schedule and demands of the job.	9/21/09	10/5/09
<b>Construction Management</b>	<b>Administrative Assistant II:</b> 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. A wide degree of creativity and latitude is expected. <i>Experience in Construction Management</i> or a related field preferred. High school graduate, Associate's Degree preferred. Considerable knowledge of STOF administrative operations, policies and procedures. Excellent organizational and interpersonal skills including English written and verbal communication skills. Minimum four (4) to five (5) years of experience directly related to the duties and responsibilities specified herein. Proficient computer skills utilizing Microsoft Office. Able to work a flexible schedule including evening, weekends and holidays. Lawson experience preferred.	9/14/09	9/28/09
<b>Environmental Resource Management Department</b>	<b>Environmental Protection Specialist (Temporary Position):</b> Prepares, arranges or reviews documents required for compliance with the National Environmental Policy Act (NEPA) for the Environmental Resources Management Department of the STOF. Identifies Federal actions requiring NEPA compliance. This individual will be responsible for project management, including designing, writing, and editing environmental reports and permit applications. Bachelor's degree in Science, Engineering, Biology, Ecology, Environmental Science or similarly related field. Five (5) + years in NEPA environmental analysis, writing, support of technical engineering and documents and regulations. Knowledge of NEPA compliance projects, work involving environmental protection activities such as protection or improvement of environmental quality, pollution control, environmental damage, and compliance with environmental laws and regulations. The successful candidate will have a background in sciences or planning and maintain strong interdisciplinary skills. Skilled in using computerized systems and related software a must. Able to work a flexible work schedule including evenings, weekends and holidays as necessary. Must be able to travel to all STOF Reservations and other locations as necessary.	8/24/09	9/7/09
<b>**Family Services</b>	<b>Family Preservation Coordinator:</b> Family Preservation Counselors provide services to abused and/or neglected STOF children and their families. Services are provided in-home and out-of-home. The Family Preservation Coordinator will ensure that the Family Preservation Counselor's duties are performed according to the policies and procedure of the Family Services Department. Services include crisis intervention, case management, parenting skills training, child development education, assessment of the safety of the children, and counseling for such issues as domestic violence, drug abuse, mental illness, underdeveloped coping skills, relationship problems, and poor communication skills. Bach Deg in Social Work, Psychology, Mental Health, or Family Therapy is required. A Master's Degree in one of the above mentioned fields is preferred. Minimum of one (1) year of post Bachelor's work experience in the field of behavioral health, including experience working with multi-diagnosed individuals family systems work, and community-based treatment. Computer literacy in Microsoft Office software programs. Excellent English written and verbal skills. Valid Florida Driver's License and good driving record. Must be willing to work flexible hours as required by the position.	11/16/09	11/30/09
<b>Fire Rescue</b>	<b>Fire Management Officer:</b> Plans and manages a professional, comprehensive and complex wildland fire management program for the Seminole Tribe of Florida on all of its tribal lands. The incumbent is responsible for direct oversight of all fire suppression, detection and prevention. Develops Wildland fire management plans and corresponding training to achieve resource management objectives. Coordinates and directs Wildland fire prevention, detection, and suppression operations. Requires a Bachelor's degree or higher in biological sciences, agriculture, natural resource management, 1-3 years specialized Wildland fire management experience reviewing and evaluating fire management plans for ecological soundness and technical adequacy; conducting field inspections before and after prescribed or Wildland fires to determine if objectives were achieved. Evaluate the effectiveness of actions taken. Requires knowledge of scientific methodologies and techniques for forestry activities. Requires Task Force Leader (TFLD) qualifications, Incident Commander Type 3 (ICT3), and Prescribed Fire Burn Boss, Type 2 (RXB2) qualifications. Excellent organizational and interpersonal skills including English written and oral communication skills. Proficient computer skills utilizing Microsoft software programs.	9/21/09	10/5/09

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<b>HOLLYWOOD cont'd</b>			
<b>Fitness</b>	<b>Fitness Specialist (Part-time):</b> High school graduate or GED equivalent. Minimum of two (2) years experience providing individual & group exercise instruction. Verifiable references required. Must have a nationally recognized fitness trainer certification. CPR & First Aid certified is preferred. Must have a valid Florida Drivers License. Must be able to work a flexible work schedule including evenings and weekends.	09/14/09	9/28/09
<b>Health</b>	<b>Nutritionist/Dietitian:</b> Provide nutrition & diet counseling as needed &/or as part of health & wellness programs to groups & individuals in the health clinic, schools, homes & community settings on the reservation. Keeps appropriate medical records of all patient contact. Designs, prepares, & selects culturally appropriate exhibits, posters, & literature for dissemination through various media. Develops lesson plans & conducts nutrition ed. classes for schools, Hotmeals, Diabetic Day programs & others. Provides technical assistance on nutrition, menus & food service to group care facilities. Facilitates in-service training to Health Dept. staff. BS/BA degree in related field. RD req. Familiar with Public Health concepts. Proficient in Diabetes management. Knowledge of medical terminology. FL Driver's license.	09/28/09	10/12/09
<b>Health</b>	<b>Pediatric Dentist:</b> Position serves all STOF reservations. Perform comprehensive general dentistry including: Radiographs, Periodontal screening, clinical examinations, TMJ & Ortho screenings & health review for patients as needed. Manage clinical staff. Active FL licensure as D.M.D. or D.D.S. with min. 4 years in practice. Valid FL Driver's license. Current BLS cert. Will travel to other STOF reservation clinics as deemed necessary by Dental program manager under the guidance of the health Director.	09/28/09	10/12/09
<b>**Health</b>	<b>Medical Records Assistant:</b> Conduct regular medical record review/audit as determined by the Medical Records Administrator for a) completion/accuracy, b) define deficiencies to medical practitioners. Follow-up and retrieve updated files. Provide log updates to MRA and Director of Managed Care. Update addressograph cards. Maintain out guide system to track record location and facilities accessibility. Photocopy medical records for physicians, patients, providers, attorneys and insurance with proper medical records release form completed. Complete billing forms when appropriate. Assists in the preparation and/or retrieval of statistical data from the I.H.S./RPMS data system. Assist in the coding of medical activities performed according to the international Classification of Diseases (ICD-9) which includes PCC data entry. Maintain code of confidentiality. Associate of Arts in ART (Preferred) or HS Diploma w/ ICD-9 Coding Certificate required. Knowledge of basic acct and bookkeeping. Accuracy in data entry is critical. MSWord, Excel. Must have a valid FL-DL. Knowledge in the Indian Health Service patient software.	11/16/09	11/30/09
<b>**Housing</b>	<b>Administrative Assistant III:</b> Complete a variety of administrative & clerical duties for the Tribal Housing Dept. Answer & direct incoming phone calls & greet visitors at the Housing Department office. Schedule meetings & coordinate travel arrangements for Housing Department leadership. Assist leadership with organizing & preparing for meetings. Create monthly Member Care & Asset Management reports. Draft correspondence & other documents for Housing Department leadership. Perform miscellaneous office administrative duties including but not limited to documentation filing, scanning, copying & faxing. Assist with other regular administrative tasks (e.g., payroll, expense reporting, etc.) as assigned by Housing Department leadership. Complete special projects as requested by Housing Department leadership. Establish & maintain positive & productive working relationships with Housing Department employees & members of the Tribal community.	11/16/09	11/30/09
<b>Housing</b>	<b>Project Manager:</b> Assist Senior Project Manager in overseeing residential new construction and rehabilitation projects for a given regional area. Primary responsibilities include: Assisting Senior Project Manager to ensure that projects are completed on time, on budget and to the highest quality and member satisfaction standards. Assisting Senior Project Manager in supervising the activities of a varying number of general contractors and construction workers. Establishing and maintaining positive and productive working relationships with other Tribal employees, members of the tribal community, and local contractors and suppliers. Bachelor's degree (preferably in Construction Management, Planning, Architecture, Engineering or related field) or 3 to 5 years experience successfully managing multiple construction and/or rehabilitation projects. Current Florida State General Contractor's license or able to attain GC license within 18 months of assuming the position. Ability to fluently interpret technical specifications and drawings. Proficient use of Microsoft Word and Excel. Proficient public relations, speaking and writing skills.	10/05/09	10/19/09
<b>Library</b>	<b>Hollywood / Brighton Library Program Manager:</b> Assists CEO to develop and implement div. policies, proced and progs of the STOF HWD/BR Library Systems. Oversee grants and ensures compliance to maintain appropriate accreditation standards. Makes policy recomb; dev program goals and obj, and long range plans. Plans, directs and supervises the activities of professional and administrative staff; coordinates div. budgets, purchasing, personnel, and record keeping activities. Reviews agenda reports, prepares correspondence and special project reports for the CEO's review and/or signature. Assists in the prep of the budget. Confers with STOF officials, contractors, vendors, Tribal leaders and the general public regarding divisional operations; addresses STOF public groups. Master's Degree highly pref in Library Science from a college or university accredited by the American Library Association; <b>MLS Certified is req.</b> Six (6) years progressively responsible exp in large multi service library system incl two (2) yrs exp in the sup. and admin aspects of the work; or any equiv combination of relevant training and exp. Exc org. and interpersonal skills incl Eng written and verbal comm skills. Prof comp skills util MS packages and add-ins. Valid FL DL; able to work a flex sched incl. eve, w/e & hol.	7/13/09	7/27/09

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<b>HOLLYWOOD cont'd</b>			
<b>**Native American Travel</b>	<b>Travel Agent:</b> Team player to plan and arrange accommodations and other travel services for tribal officials, executives, members, employees and others as directed. Converses with traveler and/or department head to determine destination, mode of transportation, dates, financial considerations and accommodations required. Provide necessary travel information regarding regulations, restrictions, documentation requirements, etc. Provides itineraries and information to travelers. Plans, describes, arranges and finalizes travel packages and promotional travel incentives offered by various travel carriers. HS Diploma or GED and five (5) years related working experience as a certified agent processing both corporate and leisure bookings. Must have first hand experience and extensive knowledge of various tour operators and their destinations. Must be proficient in Sabre and have prior corporate and leisure travel experience. International experience a plus. Must be knowledgeable in the use of scripts. Excellent customer service skills are required. Knowledge of Sabre back office, TRAMS, script development and IAR preferred. Able to work a flexible schedule if needed including evenings, weekends, holidays and on-call as necessary.	11/16/09	11/30/09
<b>Native Learning Center</b>	<b>Administrative Services Program Director:</b> Responsible supervisory and administrative work assisting with the management of staff in directing the administrative operations of the Department. Work involves responsibility for coordinating, planning, and supervising the administrative and office management activities, thereby relieving the management staff of a variety of administrative tasks. Duties include coordinating all purchasing, personnel, accounting, and record keeping activities. Bachelor's degree from an accredited college or university with major course work in public or business administration or field related. A minimum of five (5) to seven (7) years of related experience with at least five (5) years in a supervisory or administrative capacity; additional experience may be substituted for higher education. Proficient computer skills utilizing Microsoft software programs including word, Excel, Publisher, PowerPoint and Visio. Excellent English written and oral communication and presentation skills. Knowledge of Lawson Software System or other similar HR/Payroll database applications highly desirable.	8/31/09	9/14/09
<b>Native Learning Center</b>	<b>Curriculum Development:</b> Coordinates, develops and implements the curriculum and professional development for the National Learning Center (NLC) of the Seminole Tribe of Florida. Possession of a valid Florida teaching credential; administrative credential desirable; successful teaching experience at elementary and/or secondary level; experience in developing curriculum and providing staff development activities. Proficient computer skills utilizing Microsoft software package and add-ins. Must have excellent organizational and interpersonal skills to work effectively with all groups. Able to work a flexible work schedule and evenings, weekends and holidays. Able to travel to other locations as may be necessary.	8/31/09	9/14/09
<b>Native Learning Center</b>	<b>Grant Writer:</b> Professional and administrative work finding available grant monies and writing grants for the NLC of the STOF to support existing and planned projects. Work may also involve monitoring or evaluating compliance with the terms of a grant which has operational responsibilities of a limited scope and/or reviewing NLC adherence to established standards. Activities may also include monitoring or evaluating compliance with established program outcomes. Assisting and making recommendations on matters pertaining to grant writing, monitoring and fiscal management procedures as well as serving as a liaison with other NLC Departments. Bachelor's degree with major course work in public or business administration or field related to area of assignment. Five 5+ years of grant writing experience, preferably at the government level initiating, managing and/or monitoring contracts, grants and/or leases; or any equivalent combination of experience. Extensive knowledge of Government grant sources for Public Sector organizations.	8/31/09	9/14/09
<b>Native Learning Center</b>	<b>Marketing Coordinator:</b> Assist the Marketing Director in the implementation of procedures of the NLC as it pertains to the marketing and revenue generating aspect of the department. The individual is responsible for establishing and maintaining client relationships, and NLC public exposure. The individual will assist the Marketing Director with developing goals and objectives pertaining to business plans. Bachelor's degree in Communication, Marketing, Business or a related field; or any equivalent combination of education and experience, with at least seven (7) years of progressively responsible experience managing a variety of special events, sports/recreation programs. Superb project management skills, specifically the ability to execute and project from conception to deliverable. Must have strong negotiation skills, excellent organizational and interpersonal skills. English written and verbal communication skills. Previous exposure to project-related activities through active participation in system-related projects. Must be able to travel and have a valid Florida Driver's License. Able to work a flexible work schedule.	8/31/09	9/14/09
<b>Native Learning Center</b>	<b>Procurement Coordinator:</b> Responsible for carrying out procurement procedures in the acquisition of supplies and equipment for the NLC, in accordance with Tribal policies and procedures. The individual will coordinate the bidding and contracting process for vendors and subcontractors. High school diploma or GED equivalent. Associate's degree preferred. Three (3) to five (5) years estimating experience. Must be able to interpret contract specifications, standards and general notes. Proficient computer skills utilizing Microsoft software programs and add-ins. Familiarity with Lawson preferred. Excellent English written and oral communication skills. Must have a valid Florida driver's license and have the ability to travel.	8/31/09	9/14/09

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<b>HOLLYWOOD cont'd</b>			
<b>Native Learning Center</b>	<b>Receptionist:</b> Performs a variety of office support and receptionist duties at the front lobby of the STOF Learning Center Building. 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. 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.	8/31/09	9/14/09
<b>Native Learning Center</b>	<b>Special Events Coordinator:</b> Administrative work putting together and supervising special events sponsored by a specific Department of the NLC. The incumbent may be responsible for planning, and coordinating support services when necessary. Work involves the development of procedures necessary to carry out these responsibilities. Considerable independent judgment and initiative is exercised in conformance with NLC operating policies and procedures. Work is reviewed through reports and conferences and program achievements. HS graduate; Associates degree preferred. Three (3) to five (5) years experience in special events related experience; with six (6) months experience in a staff or administrative capacity; or any equivalent combination of relevant training and experience. Proficient computer skills utilizing Microsoft software package and add-ins. Must have excellent organizational skills and be able to multi-task and meet tight scheduled deadlines. Able to work a flexible work schedule and evenings, weekends and holidays. Able to travel to other locations as may be necessary.	8/31/09	9/14/09
<b>Native Learning Center</b>	<b>Technical Assistance Specialist:</b> Performs advanced technical work in the configuration, installation and maintenance of new and existing Tribe-wide telephone systems and data communications network environment. Works under the general supervision of the Director or designee. Work is reviewed by above-mentioned superior through meetings, written reports and by inspection of work while in progress, and upon completion. Graduation from high school or equivalent plus two (2) years college-level course work in telecommunications theory, electronics, or related field. Two to four (2-4) years of related experience. Possession of a valid Florida Driver's License.	8/31/09	9/14/09
<b>Native Learning Center</b>	<b>Tradeshow/Conventions Coordinator:</b> Work in partnership with the National Learning Center of the STOF and its clients to strategically develop the National Learning Center. The Tradeshow Convention Coordinator is responsible for overseeing the logistical aspects of the convention and for ensuring that conventions adhere to NLC and STOF policies and procedures. The Tradeshow Convention Coordinator facilitates the smooth and efficient running of conventions. High School graduate; Associates degree preferred. Three (3) to five (5) years experience in special events related experience; with six (6) months experience in a staff or administrative capacity; or any equivalent combination of relevant training and experience. Proficient computer skills utilizing Microsoft software package and add-ins. Must have excellent organizational and customer service skills. Must be able to multi-task and meet tight scheduled deadlines. Able to work a flexible schedule: evenings, weekends and holidays. Able to travel to other locations as necessary.	8/31/09	9/14/09
<b>Okalee Village/Choopeek Cheke</b>	<b>Sales Associate:</b> Sell all products; operate cash register/handles cash; works w/ store merchandise; stocks shelves. Maintains/cleans store. HS diploma preferred. Flex hours.	11/2/09	11/16/09
<b>Risk Management</b>	<b>Deputy Director of Risk Management &amp; Self Insurance Programs:</b> Responsible managerial and administrative work in planning, organizing and directing the activities of the Risk Management, Health and Insurance Administration Programs of the STOF. Work involves responsibility for assisting the Director in the daily administration and direction of the STOF Risk Management/Health and Self Insurance programs. Assignments are received from the Director in the form of broad policy statement. Bachelor's degree in Public Administration, Business Administration, Risk and Insurance Management or similarly related field and five (5) years of experience in health, self insurance, worker's compensations, property casualty or industrial safety and risk management programs. Seven (7) to ten (10) years at a senior leadership level. Knowledge of tribal regulations and business commercial laws and regulations is highly desirable. Excellent English written, oral, presentation and communication skills. Highly proficient computer skills utilizing Microsoft software programs and add-ins. Must be able to travel to all STOF Reservations and other national, regional and international sites as necessary. Able to work a flexible work schedule including evenings, weekends and holidays.	10/19/09	11/2/09
<b>Road Maintenance</b>	<b>Transportation Planning Manager:</b> Performs highly responsible work in organizing and managing the operations and implementation of the Seminole Tribe of Florida's (STOF) transportation planning program. The incumbent is responsible for initiating, researching, evaluating, coordinating and resolving transportation planning issues Tribal Wide for STOF. The incumbent will coordinate the Land-Use-Transportation models involving mobility, livability, accessibility, sustainability and procurement of funding for the planning, design and construction of transportation projects. Bachelor's degree in Urban & Regional Planning, Civil Engineering, Transportation Engineering, or closely related field; supplemented by five (5) years exp in transportation planning. Master's degree in Urban & Regional Planning, Civil Engineering, Transportation Engineering, or closely related field and two years of exp in transportation planning or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid FL DL with a good driving record. Able to work a flex schedule including eve, weekends and hol. Able to travel local, regional and international, as nec. AICP or Prof Engineer registration pref.	9/7/09	9/21/09

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<b>HOLLYWOOD cont'd</b>			
<b>Road Maintenance</b>	<b>Transportation Clerk:</b> Performs routine clerical and receptionist functions for the Transportation Department of the Seminole Tribe of Florida (STOF). Detailed instructions and close supervision are received at the beginning of work and on new assignments, but regular routine assignments may be performed more independently and some initiative and judgment is utilized as experience is gained. Requires a high school diploma or GED with at least six (6) months of office clerical experience. Familiar with a variety of office equipment, policies, practices and procedures. Must possess and maintain a valid Florida driver's license with a good driving record.	9/7/09	9/21/09
<b>Seminole Media Productions</b>	<b>Tribune Editor in Chief:</b> 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. High School graduate, Bachelor's degree preferred and 7 years of related experience in a same or similar work environment including book publishing or related enterprise (magazine publishing, library, bookstore, newspaper, yearbook, public relations); or any equivalent combination of education/experience. 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.	9/21/09	10/5/09
<b>Seminole Media Productions</b>	<b>Broadcasting Editor:</b> Entry level technical/professional work involving the editing of programming for the DIRECTV Seminole Channel. The incumbent in this position exercises a certain degree of independent judgment. Graduate of college or university with a degree in broadcasting, video production, media, journalism or related field. Minimum one (1) year experience on the Final Cut Pro non-linear editing system. Advance knowledge of graphic software packages such as Photo Shop, After Effects, animation and related software. Advanced knowledge of DVD authoring. Ability to troubleshoot Final Cut Pro non-linear editing system. Strong organizational, problem solving and interpersonal skills. Ability to manage a diverse workload, multiple tasks and projects. Ability to work evenings, weekends and holidays and work a flexible work schedule.	9/21/09	10/5/09
<b>Seminole Media Productions-Business Marketing</b>	<b>Event Coordinator and Producer:</b> Professional work responsible for the coordination and implementation of tournaments and events produced by Seminole Media Productions. Maintains positive relations with the STOF tribal community, the public, the press and electronic media as well as establishes and maintains client relationships seeking to maximize profitability and STOF public exposure. The individual develops and executes strategic and tactical event operations plans and delivery of all publications press and media communications, calendars, special promotions and general information on related activities and events. Bachelor's degree from an accredited college or university with major course work in business. Excellent project coordination skills, specifically the ability to project and execute from conception to completion. Strong organizational, problem solving and interpersonal skills. The ability to manage a diverse workload, multiple tasks and projects. Valid Florida Drivers license. Able to work a flexible work schedule including evenings, weekends and holidays.	9/21/09	10/5/09
<b>Seminole Media Productions-Business Marketing</b>	<b>Operations Manager:</b> Professional and supervisory work with administrative responsibilities related to Business Marketing, the revenue generating division of Seminole Media Productions. The individual is responsible for establishing and maintaining client relationships seeking to maximize profitability and STOF public exposure. Develops and executes strategic and tactical plans for marketing and event operations. Establishes and manages the budget for the Business Marketing division. Responsibilities also include the securing of intellectual property and licensing rights, contractual negotiations and representation, promotion of events and appearances, sponsorship and marketing and corporate development. Bachelor's degree in Marketing, Media, Business or a related field; or any equivalent combination of education and experience, with at least seven (7) years experience in the media, sports or marketing field. Superb project management skills; specifically the ability to execute and project from conception to deliverable. Previous exposure to project-related activities through active participation in system-related projects. Must be able to travel to all STOF Reservations if needed and have a valid FL-DL. Able to work a flex work sched inc evenings, weekends and holidays.	10/12/09	10/26/09
<b>Seminole Police Department</b>	<b>Public Service Aides:</b> Performs a variety of complex duties related to the activities of Police Services in providing police records to the public and law enforcement agencies, properly processing records for filing and retrieval purposes, and performance of clerical duties related to SPD Tribal Services. Possession of a High School diploma or GED Certificate with previous experience as a Police Services Aide or in a position with similarly related responsibilities. Possession of a valid Florida Driver's License in the category necessary to perform essential duties of the position may be required at the time of appointment. Ability to work a flexible work schedule including evenings, weekends and holidays.	10/5/09	10/19/09
<b>Seminole Wholesale</b>	<b>Office Coordinator:</b> Work assisting management in a variety of administrative and clerical matters. Generates reports, files, data entry, answer the telephones, prepares and monitors invoices, familiar with all phases of daily operations including basic accounts payable and accounts receivable. Excellent computer skills utilizing Microsoft related software applications. Familiarity of AS400 system. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. High school graduate, Associate's Degree preferred. Demonstrate an ability to work with diverse groups. Possess excellent organizational and interpersonal skills including written and verbal communication skills. Minimum two 2 -4 years of experience directly related to the duties and responsibilities specified herein.	11/9/09	11/23/09

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<b>HOLLYWOOD cont'd</b>			
<b>Utilities</b>	<b>Administrative Assistant III:</b> Responsible key professional and administrative position managing the operations of the Office. Work involves managing the day to day operations in a wide range of administrative assignments. Position incumbent assists the Director to ensure operational and administrative continuity and coordination among the divisions within the department. Assignments are received from the form of broad instructions or general program objectives. Work is performed with considerable independent judgment based on experience in developing courses of action and recommendations. A Bachelor's degree from an accredited college or university and three (3) to five (5) years of professional related experience in business or government. Professional or nonprofessional experience as described above can substitute on a year-for-year basis for the required college education. Public Works background is Required. Excellent computer skills utilizing Microsoft software programs such as excel, word and power point. Must be able to multi-task and have excellent English written and oral communicating skills. Valid Florida Driver's License.	10/12/09	10/26/09
<b>BIG CYPRESS</b>			
<b>Ahfachkee School</b>	<b>Business Technology Instructional Aide:</b> Assist the teacher in all facets of classroom teaching and management. Assists the teacher in devising special strategies for reinforcing material based on the understanding of individual students, their needs, interest and abilities. Alerts the teacher to any problem or special information about an individual student. AS degree or higher required. Required to have a minimum of 60 college hours AND a substitute teaching certificate.. Strong verbal communication and interpersonal skills. Must possess a valid Florida Driver's License.	9/7/09	9/21/09
<b>Ahfachkee School</b>	<b>ESE Transitional Specialist:</b> Bachelor's degree in Education, Master's degree preferred, with a valid professional teaching certificate in at least one area of Exceptional Student Education (ESE). A minimum of five (5) years of successful teaching experience with students who have disabilities, in an inclusive educational environment that provided broad familiarity and understanding of the physical and emotional behaviors and challenges of exceptional needs children, with demonstrated stress management skills. Ability to coordinate with a comprehensive school counseling program, encouraging all students' academic, career and personal/social development and helping all students in maximizing achievement. High proficient in current laws and regulations concerning disabilities, particularly IDEA and NCLB and writing IEP's required. Excellent written and oral communication skills. Proficient computer skills utilizing Microsoft software programs and add ins. Knowledge and/or interest in the STOF history culture and organization.	9/7/09	9/21/09
<b>Ahfachkee School</b>	<b>Physical Education Instructional Aide:</b> 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.	9/7/09	9/21/09
<b>**CCE</b>	<b>Homemaker:</b> Perform house cleaning chores in clients home. Ensure that stove, refrigerator and counter tops are cleaned on a regular basis and kept clean. Ensure that dishes and utensils are kept clean. Dust and vacuum floors where needed. Do the necessary laundry such as bedding and other clothe. Ensure that ceiling fans and window sills are kept clean. Report condition pertaining to clients to Case Manager.	11/16/09	11/30/09
<b>Culture</b>	<b>Cultural Language Instructor:</b> Teach the native language using bi-lingual materials developed by the Curriculum Specialist. Prepare lesson plans for classroom teaching. Plan and coordinate cultural activities and outings through meeting with Recreation and Cultural Education staff as well as the community. Conduct classes on making arts and craft and cooking. Work with Curriculum Specialist in developing teaching materials. High School diploma/GED. Must be fluent in Creek or Miccosukee. Good communication skills.	08/31/09	09/14/09
<b>Family Services</b>	<b>Residential Technician:</b> 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.	10/12/09	10/26/09

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
<b>BIG CYPRESS cont'd</b>			
<b>Family Services</b>	<b>Tribal Member Community Assistant:</b> Independent work dealing directly with the Tribal members who are deemed incapacitated or who are under the jurisdiction of Family Services and Office of Trust Management. Work involves receiving and assisting Tribal members' with requests, assessing their specific financial needs, responding to questions and facilitating solutions. An employee in this position acts as an advisor and as a liaison between the Tribal member and any financial service, vendor or service agency. Assists Tribal members to make payments, balance checkbooks, maintains records of payments due and payments made each month. Must possess High School or GED equivalent. Must have exposure and experience in the Tribal community, with emphasis in customer service, or other public contact experience required. Proficient computer skills utilizing Microsoft software programs and add-ins including Excel. Excellent organizational and clerical skills are required. Excellent mathematical abilities. English communication skills, both orally and in writing. Must be knowledgeable with the STOF community; the ideal candidate will speak a Tribal language.		Until Filled
<b>Health</b>	<b>Health Educator:</b> Demonstrates ability to follow all aspects of C.A.R.E., i.e. Courtesy, Attitude, Respect, and Enthusiasm. Identifies health education needs, concerns and resources through appropriate assessment methods. 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.		Until Filled
<b>Health</b>	<b>Nutritionist/Dietitian:</b> Provide nutrition & diet counseling as needed &/or as part of health & wellness programs to groups & individuals in the health clinic, schools, homes & community settings on the reservation. Keeps appropriate medical records of all patient contact. Designs, prepares, & selects culturally appropriate exhibits, posters, & literature for dissemination through various media. Develops lesson plans & conducts nutrition ed. classes for schools, Hotmeals, Diabetic Day programs & others. Provides technical assistance on nutrition, menus & food service to group care facilities. Facilitates in-service training to Health Dept. staff. BS/BA degree in related field. RD req. Familiar with Public Health concepts. Proficient in Diabetes management. Knowledge of medical terminology. FL Driver's license.	10/05/09	10/19/09
<b>Health</b>	<b>Youth Health Educator:</b> Demonstrates ability to follow all aspects of C.A.R.E., i.e. Courtesy, Attitude, Respect, and Enthusiasm. Plans, organizes, develops, coordinates, and evaluates STOF youth health/obesity prevention program. Demonstrates ability to initiate and maintain a current plan of care for patients based upon the assessment and specific age group of the patient. Provides nutrition and health information, where medically indicated and/or as health and wellness promotion, to groups and individuals in school and community setting at all reservations. Designs, prepares and selects culturally appropriate exhibits, posters and literature for dissemination through various communication media. Reviews and revises existing materials. Plans and conducts educational programs on nutrition, diet and food service for teachers, cooks, and community health workers. Degree in Nutrition (preferred) or Health from an accredited college or university. FL Dietetic License required (or pending). Familiarity with public health and community nutrition concepts. Proficiency in all aspects of diabetes management. Ability to communicate effectively orally and in writing. Knowledge of medical terminology. Valid FL DL in good standing.		Until Filled
<b>Housing</b>	<b>Assistant Director:</b> Serve as the leader of the Big Cypress Housing team of the STOF. This position has ultimate accountability for ensuring the provision of quality housing and housing-related services to Tribal Members through the delicate balance of excellent member service, compliance with housing and rental policies, and the Tribal Building Code for Residential Construction. This position is also accountable for ensuring that quality financial and housing education is available for Tribal Members. Specific areas of accountability include: Establish and lead an efficient and effective Member Care & Asset Management and Construction Planning and Development office and team. Provide guidance to Housing Services team in the provision of excellent member service balanced with the application of housing and rental policies. Provide guidance to Financial Education team in provision of quality financial and housing education to Tribal Members. Bachelor's degree (preferably Social Sciences, Pol. Science, Urban Develop. or related field) with at least 5 yrs of progressive exp. successfully managing people and member service activities. Must have residential construction exp. A GC license is highly preferred. Proficient use of Microsoft Word & Excel. Proficient public relations, speaking & writing skills.	10/5/09	10/19/09
<b>**Housing</b>	<b>Maintenance Mechanic/Carpenter:</b> responsible for skilled work at the journeyman level in the construction, maintenance and repair of wooden articles, equipment and structures of the STOF Reservations and other operational facilities. Work involves skilled hand and bench carpentry duties including the operation of power driven wood-working machinery. Assignments may be made verbally or consist of written instruction, sketches, diagrams or blueprints. Supervision may occasionally be exercised over various trades' helpers who assist in various phases of carpentry work. Supervision is received from a technical or administrative superior who periodically inspects work in progress and upon completion for satisfactory application of carpentry skills and adherence to job specifications. Requires a High School Diploma or equivalent GED. Some vocational training or job-related coursework preferred, or, completion of an instructional program that prepares individuals to apply carpentry technical knowledge and skills. Minimum (5) five to (10) ten years of experience directly related to the duties and responsibilities specified herein. Must possess a FL Drivers License and own hand tools. Must be able to travel to all STOF Reservations and other locations as necessary.	11/9/09	11/23/09

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
<b>BIG CYPRESS cont'd</b>			
<b>Preschool</b>	<b>Teacher Aide:</b> Assist in implementing curriculum, arranging & conducting home visits & parent conferences. Acts as Teacher Assistant in the absence of the Teacher Assistant. Responsible for sharing in the maintenance of the center's cleaning. Provide children with a learning environment & the varied experience which will help them develop socially, intellectually, physically, & emotionally in a manner appropriate to their ages & stage of development toward the overall goal of social competence. HS diploma/GED. Must be willing to work on their C.D.A. credential. Able to meet the requirements of the county, licensing agent and the STOF. Willing to learn how to operate a computer and software programs pertinent to job.		Until Filled
<b>Recreation</b>	<b>Recreation Aides:</b> Assist supervisors in coordinating recreation activities for the community. Familiarity with multiple types of sports activities. Assist in transporting members to sports activities. Willingness to work flex hours, evenings, and weekends as needed. Maintain the interior area of the gym. Must possess valid Florida license. High School Diploma Required. Ability to speak Miccosukee or Creek language a plus. Previous exp. working in youth activities a plus. Other duties as assigned.	7/6/09	7/20/09
<b>Tribal Historic Preservation Office</b>	<b>GIS Specialist:</b> Must possess a working knowledge and understanding of integrated GIS/GPS/database principles, systems, technologies, and data analysis. Serves as liaison to produce and deliver client requests. Must possess knowledge of database, cartographic, geographic, statistical and mathematical theory sufficient to perform geographic analysis. Bachelor's Degree in Geography, Geomatics, or related field, with GIS coursework required. 2 years of GIS experience & 1 year of at least occasional use of GPS in the field. Excellent English oral & written communication skills. Valid Florida driver's license required.		Until Filled
<b>Tribal Historic Preservation Office</b>	<b>Research Assistant:</b> Assist with collections management including prep & preservation of artifacts, artwork, packing & shipping. Conduct research on permanent collections for exhibit & educational purposes. Assist w/ maintenance & compilation of records. Catalog & shelve library materials. Undergrad degree (or in process of completing) in History, Museum Studies, Anthropology or related. Excellent computer (MS Office) & organizational skills. Able to work flex schedule & travel. FL driver's lic. reqd.		Until Filled
<b>BRIGHTON</b>			
<b>Family Services</b>	<b>Family Preservation Counselor:</b> Provide culturally appropriate community-based case management inclusive of individual, family & group counseling, intake & prevention services assigned. Provide bio-psychosocial intake, crisis intervention, referrals to outside agencies, continuing care/aftercare services, & prevention services & case management. Maintain clients file, reports & other related documentation. Monitor & track client psychotropic medication. BS/BA degree from an accredited institution with major field of study in Social Work, Psychology, Mental Health or Family Therapy. Minimum of 2 years of post Bachelor's work experience in the field of behavioral health, including experience working with multi-diagnosed individuals (e.g. emotional disorders/substance dependence/related health conditions), family systems work & community-based treatment.	10/12/09	10/26/09
<b>**Florida Cooperative Extension</b>	<b>Data Entry Clerk:</b> Ability to type at least 30-35 wpm. Experience working with ten key keyboards. Must be detail oriented. Knowledge of filing. Excellent telephone etiquette. Professional work ethic. High school diploma or GED equivalent. Working knowledge of handling confidential documents. Excellent organizational and interpersonal skills including English written and verbal communication skills Able to work a flexible work schedule including evenings, weekends and holidays. Must have a valid Florida Driver's License and be able to travel to all STOF Reservations.	11/16/09	11/30/09
<b>**Housing</b>	<b>Project Manager:</b> Assist the STOF Housing Senior Project Manager in overseeing residential new construction and rehabilitation projects for a given regional area. Assist Senior Project Manager to ensure that projects are completed on time, on budget and to the highest quality and member satisfaction standards. Assist in supervising the activities of a varying number of general contractors and construction workers and establish and maintain positive and productive working relationships with other Tribal employees (both within and outside the Housing Department), members of the tribal community, and local contractors and suppliers. Bachelor's degree (preferably in Construction Management, Planning, Architecture, Engineering or related field) - or - 3 - 5 years experience successfully managing multiple construction and/or rehabilitation projects. Current Florida State General Contractor's license or able to attain GC license within 18 months of assuming the position. Ability to fluently interpret technical specifications and drawings. Proficient use of Microsoft Word and Excel. Proficient public relations, speaking and writing skills. Willing to travel throughout assigned region and to other regions as needed.	11/16/09	11/30/09

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
<b>BRIGHTON cont'd</b>			
<b>**Housing</b>	<b>Service Manager:</b> Responsible for supervising and monitoring the Housing Services staff assigned to individual Reservations of the Seminole Tribe of Florida. This position ensures the provision of quality housing and housing-related services to Tribal Members through the delicate balance of excellent member care and compliance with housing policies. Specific areas of responsibility include: Leading and managing an efficient and effective Housing Services Office, providing guidance to Housing Services team in the provision of excellent member care balanced with the application of housing policy, holding team accountable to quality and member service standards and metrics, and establishing and maintaining positive working relationships with other Tribal employees and members of the Tribal Community. Bachelor's degree (preferably in Social Sciences, Political Science, Urban Development or related field) with at least 3 years of progressive experience successfully managing people and housing services activities – or – a minimum of 5 years experience successfully managing people and housing services activities.	11/16/09	11/30/09
<b>Preschool</b>	<b>Receptionist:</b> 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.	08/24/09	9/7/09
<b>Tribal Inspector Department</b>	<b>Building Inspector:</b> Responsible for performing a variety of professional, commercial, industrial, residential building structural safety inspections of new and existing STOF properties for compliance with electrical, plumbing, air-conditioned and mechanical codes and regulations. Investigates complaints of existing buildings to determine appropriate usage and if hazardous or life safety conditions exist. High school graduate or equivalent GED. Associate's degree preferred. State of Florida certified or County Registered as General Contractor, Building Contractor and /or Residential Contractor. A minimum of two (2) to five (5) years of related experience or any equivalent combination of training and experience with working knowledge in the areas of Mechanical, Electrical, Plumbing and Air Conditioning systems. Excellent organizational and interpersonal skills including English written and verbal communication skills Able to work a flexible work schedule including evenings, weekends and holidays. Must have a valid Florida Driver's License and be able to travel to all STOF Reservations.	11/02/09	11/16/09
<b>Utilities</b>	<b>Waste Water Treatment Plant Operator:</b> 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
<b>Utilities</b>	<b>Water Plant Operator B:</b> Operate 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 laboratory & 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 Operator "B" Certificate of License highly prefd. or possession of a valid State of FL Water Plant Operator "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 Operator "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. evenings, w/ends, & holidays.	10/12/09	10/26/09

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DEPARTMENT	POSITION/DESCRIPTION	POSTED	OPEN
<b>IMMOKALEE</b>			
<b>CCE</b>	<b>Homemaker:</b> Perform house cleaning chores in clients home. Ensure that stove, refrigerator and counter tops are cleaned on a regular basis and kept clean. Ensure that dishes and utensils are kept clean. Dust and vacuum floors where needed. Do the necessary laundry such as bedding and other clothe. Ensure that ceiling fans and window sills are kept clean. Report condition pertaining to clients to Case Manager.	11/9/09	11/23/09
<b>Utilities</b>	<b>Waste Water Treatment Plant Operator:</b> 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.	6/22/09	7/6/09
<b>FORT PIERCE</b>			
<b>Resident Liaison</b>	<b>Equine Specialists/Ranch Foremen:</b> Required to have extensive knowledge about horses, including equine medicine, surgery, reproduction and breeding, and performance evaluation. 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. Highly organized and willing to walk and stand for long periods of time. Takes inventory and ensures that all necessary feed, medications and other special care items inventory is maintained for the upkeep and well-being of horses. Assists the Director to oversee all facets of the daily operations of the Chupco Youth Ranch organizational unit, regulations and established operating procedures. Ability to work a flexible work schedule including evenings, weekends, and holidays. Assist with Ranch events and activities as directed. Graduate from a veterinarian college, specializing in equine care. At least three to five years of ranch work experience. Ability to operate a computer and have familiarity with Microsoft programs and add-ins. Must have a valid FL DL.		Until Filled
<b>TAMPA</b>			
<b>**Elder Services</b>	<b>Driver/Janitor:</b> High school diploma or GED equivalent. Valid Florida driver license, CDL preferred. Must be bi-lingual Creek or Miccosukee. Ability to work well with staff and participants. Must have dependable and god work ethics. Reliable transportation to and from work. Assume full responsibility of the van and transporting participants to and from site, as well as delivering meals. Assist in serving meals. Assist, as needed, in preparing meals and cleaning the kitchen and dining room area. Keep restrooms mopped daily. Maintain outside yard and perform trash pick-up. Attend in-service training as well as staff meetings and senior citizen outings. Other duties as assigned.	11/16/09	11/30/09
<b>**Elder Services</b>	<b>Receptionist/Office Clerk:</b> 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.	11/16/09	11/30/09