



*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).*

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Certificates, Licenses, and Registrations:**

Must have a valid Washington Drivers License and insurance and must maintain them during employment.

### **Other Skills and Abilities**

Strong customer service skills to work with the public.

Ability to work cooperatively and positively with others.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be physically able to detain defendants or members of the public, maintain order in the court, and serve summons/subpoenas.
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or hear.
- The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Potential dangers include hostile individuals.

- Employee may be exposed to outdoor weather conditions.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.
- Requires occasional travel using employee's own transportation.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

*INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW*

**HOW TO APPLY:**

APPLY ONLINE AT [HTTP://PUYALLUP-TRIBE.COM/EMPLOYMENT/](http://PUYALLUP-TRIBE.COM/EMPLOYMENT/)

IF YOU HAVE ANY QUESTIONS ABOUT THE ONLINE APPLICATION CALL 253-573-7863 OR EMAIL [JOBS@PUYALLUPTRIBE-NSN.GOV](mailto:JOBS@PUYALLUPTRIBE-NSN.GOV)