



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Human Resource Specialist

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Human Resource Specialist**  
Supervisor: Human Resource Director  
Location: Human Resource Office  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

**POSITION SUMMARY:**

This position works directly with the Human Resource Director in a variety of administrative duties. The HR Specialist will help with tasks such as data entry into Human Resource Information System (HRIS) to maintain and track employee data. Assist with onboarding and outboarding of employees. The HR Specialist will need strong communication and computer skills. Also needs strong communication skills both written and verbal. Will be the one to enter in invoices and process payments. Will need to be able to step in for the HR Director when needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Work with the human resource director to maintain all documents and records for proper maintenance of the benefits sponsored by the tribe.
- Assist in coordinating/processing Personal Action Forms (PAF's)
- Provide biweekly reports on PAF changes and updates to Payroll.
- Coordinate with departments on all onboarding and outboarding process.
- Assist with reviewing, screening, and maintaining applications and resumes.
- Prepare benefit packets and other employee related information for new employees.
- Ensure employee information packets are complete and up to date.
- Coordinate the eligibility and enrollment of employees for the tribes medical, dental, vision, and life insurance and other optional benefits for employee and family.
- Input employee information into all the appropriate benefit sites (medical, 401k etc.).
- Submit workers comp claims and processing 401k loan applications.
- Ensure employee information is imputed into HRIS.
- Maintain all employee benefit related information.
- Provide background investigation reports for prospective employees.
- Assist with Drug & Alcohol screenings for preemployment, randoms, and for cause.
- Prepare and enter 1095-C information.
- Prepare employee census data for insurance, 401k, and other reports.
- Provide written and verbal employment verifications.
- Process invoices for the Human Resources.
- Track all Temp dates of hire and end dates
- Other duties as assigned

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Must adhere to the highest of confidentiality
- Extensive knowledge of the tribal policies and procedures
- Excellent communication verbal and written
- High attention to detail
- Critical thinking/problem solving
- Excellent time management being able to work independently
- Excellent record keeping
- Strong organizational skills
- Strong work ethic
- Must be able to work under pressure and meet deadlines
- Must be able to work in a team environment
- Must be reliable and punctual showing up to work
- Experience working in a tribal setting
- Knowledge and ability to work with Microsoft Office (Outlook, Word, Excel, PowerPoint)
- Knowledge of all employment laws as they pertain to tribal government
- Knowledge of background check information
- Understanding of laws that affect the eligibility of potential candidates for sensitive positions within the tribe

## **WORK ENVIRONMENT:**

Work is predominantly done indoors and in an office setting

## **PHYSICAL DEMANDS:**

- Physical demands are limited.
- Long periods of sitting during a shift.
- Long periods of screen time.
- Lifting of boxes that can be up to 25lbs.

## **SUPERVISORY RESPONSIBILITY:**

Limited supervisory responsibility.

## **QUALIFICATIONS:**

### **Required Qualifications:**

- Associates degree in Business Administration or related **OR** High School Diploma / GED with at least 4 years of progressive Human Resource experience can be substituted for education
- Strong technical, time management and communication skills
- Proficient in using Microsoft Office Software
- Familiarity with employment laws
- Full understanding of the Tribal Policies and procedures

### **Preferred Qualifications:**

- Bachelors in related field with 1 or more years of Human Resource is highly preferred
- Some experience working for a Tribal organization
- Familiarity with payroll operations
- Tribal Human Resource Professional Certification or related HR certification.

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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