

# FOR HIRE

## OCCASIONAL APPOINTMENTS

### OFFICE WORKER (Receptionist/Front Desk Duties)



**Job Summary:** Sells District Administration Office is seeking individuals with excellent customer service and positive attitude when interacting with the visitors/constituents/employees of the Sells District. Ideal individuals hold in high regard the needs of the District and its membership above all.

- Interested Individuals will be placed on an **“On Call”** list to be utilized when the need arises
- Occasional appointments are within a twelve (12) month period, not to exceed 800 hours, and does not include benefits.

#### **HOW TO APPLY:**

Interested individuals may contact the Sells District Office at (520) 383-2281, provide name and contact information i.e., telephone number and/or email address and submit a copy of high school diploma or GED, current resume, and three (3) letters of reference. Should be delivered to the Sells District Office located at Arizona State Highway 86, milepost 112 in Sells, Arizona 85634.

Preference will be given to Sells District Members, Members of the Tohono O’odham Nation, then to any other interested Indian in accordance with the Indian Preference Act