

**HAVASUPAI TRIBE
JOB ANNOUNCEMENT**

Open: January 19, 2023

Closing: Open till Filled

POSITION TITLE: TOURISM CUSTOMER SERVICE CLERKS
LOCATION: GRAND CANYON CANVERNS
DEPARTMENT: TOURIST ENTERPRISE
SUPERVISOR: TOURISM ASSISTANT MANAGER
RATE OF PAY: DEPENDS ON EXPERIENCE
STATUS: HOURLY (FULL TIME OR PART TIME)

POSITION SUMMARY:

Under direct supervision of the Tourism Director, manages tourists check-in process at the Grand Canyon Caverns. This is an essential function of the Tribe's tourism operations. This position is located at the Grand Canyon Caverns.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Check-in tourists at the Grand Canyon Caverns using online reservation software.
- Interact with tourists on a daily basis.
- Process payment of additional add-on tourism services.
- Ensure trip leaders are properly identified and information associated with reservations is accurate.
- Performs other duties as required.

KNOWLEDGE, ABILITIES, SKILLS AND CERTIFICATIONS:

- Good computer skills.
- Must be familiar with basic accounting procedures.
- Excellent communications skills.
- Be outgoing and hardworking.

QUALIFICATIONS:

- Successfully pass background check.
- High School Diploma or GED equivalent.
- Available nights, weekends, and holidays.
- Must live near the Grand Canyon Caverns and/or be able to travel to the Grand Canyon Caverns on a daily basis.

Email completed application to PRB Clerk at htrpb1@havasupai-nsn.gov.



JOB APPLICATION

Havasupai Tourism Office

Name: _____

Date: _____

Address: _____

Telephone: _____

Email: _____

Position Applying For: Tourism Customer Service Clerk

PERSONAL INFORMATION:

Are you 18 years old or older? Yes No

Are you a US Citizen or approved to work in the US? Yes No

Do you qualify for Indian Preference? Yes No If yes, list Tribe: _____

Have you ever been convicted of a felony offense. Yes No If yes, please explain below:

EDUCATION:

Check highest education obtained: HS Diploma/GED/HSED Vocational School or College Graduate School

Name of School: _____ Location: _____

PREVIOUS EMPLOYMENT:

Employer Name: _____

Job Title: _____

Employer Address: _____

Employer Telephone: _____

Dates Employed: _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for leaving: _____

REFERENCES:

NAME	LOCATION (CITY/STATE)	PHONE NUMBER	RELATIONSHIP
NAME	LOCATION (CITY/STATE)	PHONE NUMBER	RELATIONSHIP

I have completed this information truthfully and accurately to the best of my knowledge.

Applicant Signature

Date

Email completed application to PRB Clerk at htprb1@havasupai-nsn.gov.