

**Fred Nelson Jr.**  
**Chairman**

**Norma M. Contreras**  
**Treasurer**

**Wendy Schlater**  
**Vice-Chairwoman**

**LA JOLLA BAND OF LUISEÑO INDIANS**

**William C. Nelson II**  
**Council Member**

**22000 Hwy 76 \* Pauma Valley, CA. 92061**

**(760) 742-3771 \* Fax (760) 742-1704**

**Angela Miner**  
**Secretary**

**JOB ANNOUNCEMENT**

**Posted: April 11, 2019**

**Closing Date: Open Until Filled**

**Position: Secretary**  
**Department: Campground**  
**Reports To: Manager/Assistant Manager**  
**Status: Seasonal**

**Qualifications:**

- 1. Ability to work nights, weekends, holidays and split shifts.**
2. Must be at least 18 years of age.
3. Ability to type 40 words per minute.
4. Must have good basic math skills, must be computer literate.
5. Must have legible hand writing.
6. Ability to work with minimum supervision.
7. Must have own transportation to and from work.
8. Ability to pass a pre-employment drug screening.
9. Courteous and pleasant attitude toward the public and coworkers.
10. Dedication to customers.
11. Cheerful and pleasant attitude
12. Must have a courteous telephone manner.

**Duties:**

1. Set up and maintain files as required.
2. Typing as required.
3. Help to contact and generate group and R.V. reservations
4. Answer phone as needed.
5. Take tickets when needed.
6. Maintain Weekly "Spread Sheet"-each ticket is logged, records are kept by the Ticket Attendant using the books, amount of ticket, and divided into sections (over night, daily, groups, R.V.sites).
7. **Perform any additional duties other than those listed here which may be required by managers to better assist customers and coworkers.**
8. Comply with Personnel Policies and Procedures.

9. Report any unattended campfires, report any suspicious activity.
10. Keep work area clean.
11. When leaving work, notify Manager on duty.

Applications are available and should be submitted at the:

**La Jolla Tribal Office**  
**22000 Highway 76**  
**Pauma Valley, CA. 92061**

Or by mail to: [personnel@lajolla-nsn.gov](mailto:personnel@lajolla-nsn.gov)

**Indian Preference Policy:** In accordance with the Indian Preference Act of 1934 (25 USC 472), preference in filling this vacancy will be given to qualified Indian candidates who present proof of eligibility for Indian Preference. Verification on BIA Form 5-4432 or from Tribal ID card must be provided with the application. For purpose of this policy Indian/native American is defined as an enrolled member of a federally recognized tribe.

**Notice of Drug Free Workplace Requirements:** The La Jolla Band of Luiseño Indians is committed to maintaining a drug free working environment and to comply with the Drug-Free Workplace Act of 1998, 45CFR, part 76, subpart F. The interested candidate must be able to pass a drug-screening test and maintain a drug free and professional working environment.