



## Fallon Tribal Development Corporation

567 Rio Vista Drive, Fallon, Nevada 89406

Tel 775.423.6040 / Fax 775.428.6047 / [www.ftdc.us](http://www.ftdc.us)

# WE'RE HIRING!

Posted: May 20, 2022

## [FTDC Corporate Office- 567 Rio Vista Dr. Fallon, NV 89406](#)

### ADMINISTRATIVE ASSISTANT

**DEADLINE: 06-02-2022**

Regular, Full-Time; Non-Exempt, Hourly; Code 101, Pay Grade 3, \$15.50-\$18.13

## [Fox Peak Fernley- 1200 NV Pacific Pkwy Fernley, NV 89408](#)

### CLERK/CASHIER

**DEADLINE: Ongoing**

Regular, Part-Time; Non-Exempt, Hourly; Code 201, Pay Grade 2, \$13.50-\$15.79/hour

**\* (Graveyard 50¢ pay differential) \***

## [Fox Peak Fallon- 615 E. Williams Ave. Fallon, NV 89406](#)

### CLERK/CASHIER

**DEADLINE: Ongoing**

Regular, Part-Time; Non-Exempt, Hourly; Code 201, Pay Grade 2, \$13.50-\$15.79/hour

**\* (Graveyard 50¢ pay differential) \***

**\*\*Plus \$2.00/hr Weekend Pay for Clerk/Cashiers\*\***

Pickup/Drop-off/Fax/Email applications @ a location nearest you:

Corporate Office                      567 Rio Vista Drive, Fallon, NV 89406

Fox Peak Fallon                        615 E Williams Ave, Fallon, NV 89406

Fox Peak Cinema                      501 E Williams Ave, Fallon, NV 89406

Fox Peak Fernley                      1200 NV Pacific Pkwy, Fernley, NV 89408

Fax (775) 428-6047; or email [HR@FTDC.US](mailto:HR@FTDC.US)

#### GENERAL EMPLOYMENT INFORMATION

**Fallon Paiute-Shoshone Tribe and Native American/Indian Preference.** Employment preferences to members of the Fallon Paiute-Shoshone Tribe and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the FTDC's Personnel Policies. Persons of Tribe and/or Indian ancestry & wish to claim these employment preferences should submit a copy of the Tribal Enrollment card/certification indicating the name of the Tribe they are enrolled with

**U.S. Veteran's Preference:** Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC's Personnel Policies.

**Equal Opportunity Employer:** The FTDC doesn't discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, genetics or membership/non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**Drug Free Workplace:** The Fallon Tribal Development Corporation is an employee drug-free work place. Pre-employment & random drug testing required.

**Background Checks:** All employees must be able to pass a background check per the FTDC's background check procedures.

**Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473) and to members of the Fallon Paiute-Shoshone Tribe in accordance with adopted policies & procedures. The Fallon Tribal Development Corporation is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(l) of Title VII of the Civil Rights Act of 1964, amended in 1991.**