



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Administrative Assistant	Open Date:	February 26, 2020
Program:	General Fund	Close Date:	March 11, 2020

Position Objective: Requires professional, dependable and mature individual. Must have excellent typing skills with accuracy. Ability to perform an unlimited range of secretarial and administrative tasks. Demonstrates the ability to assume responsibility without direct supervision or direction. Ability to interact well with others. Possess good organizational and time management skills. Knowledge of office machines and computer operations is required.

Major Duties & Responsibilities:

- Requires correspondence of letters, memos, mail and Tribal Council directives
- Pay monthly bills/vendors
- Keeps records of budgets for the Districts
- Establish and maintain a filing system for each District
- Shall help patrons in a professional manner
- Refer patrons to other appropriate programs
- Record and type minutes for meetings
- Prepare notices of District meetings, prepares agendas and requested information from the Tribal Council District minutes.
- Order and maintain adequate office supplies for the Tribal Administration Department
- Requires professionalism when receiving phone calls and directing callers to the proper party.
- Shall prepare weekly timesheets for Tribal Council
- Shall arrange travel for Tribal Council
- Shall respond to public regarding inquiries concerning general administration matters.
- Travel may be required.
- Shall adhere to guidelines, policies and procedures.
- Shall comply with the policies and procedures of the Spirit Lake Tribe's employee Manuel
- Other duties assigned by supervisor.

Qualifications, Experience and Education required:

- AA or AS in Office Technology, Business Administration or related field; or two-year work-related experience.
- Ability to assume responsibility without direct supervision or direction.

- Proficient in Microsoft Word and Excel. Experience preferred in AS00 financial system.
- Knowledge of office methods, equipment, fax, scan, copy, and telephone techniques.
- Required to take HIPPA training
- Must maintain confidentiality

Preference to qualified enrolled members of Spirit Lake Tribe

Job Role:	Administrative Support Management	Company Industry:	Spirit Lake Tribe
Employment Status:	Full-Time	Supervision:	Tribal Secretary Treasure
Year Salary Range:	DOQ	Manages Others:	N/A
Number of Vacancies:	1	Exempt/Non-exempt	Exempt

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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