



**Spirit Lake Tribe**  
 P.O. Box 359  
 Fort Totten, North Dakota 58335  
[mkeo@spiritlakenation.com](mailto:mkeo@spiritlakenation.com)

<b>Job Title:</b>	<b>Office Assistant</b>	<b>Open Date:</b>	<b>April 9, 2025</b>
<b>Program:</b>	<b>ICWA</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Major Duties and Responsibilities:**

- Will assist the ICWA Coordinator in all aspects of ICWA
- Will work closely with the Enrollment Dept.
- Will attend ongoing training in regards to the ICWA Program.
- Will assist in various outreach efforts for ICWA which would include assisting the Coordinator in community training events, publications, or other agency training.
- Will assist in all documentation including narratives and intake.
- Planning and organizing, prioritizing, problem assessment and problem solving.
- Information gathering and information monitoring, pay attention to detail and accuracy, flexibility, adaptability, and TEAMWORK.
- Filing, creating and organizing files.
- MUST maintain confidentiality at all times.
- Minimal cleaning duties.
- Answering phones and route calls.
- Other duties as assigned.

**Qualifications, Experience and education required:**

- High school Diploma or GED, and two-year degree or 1-year experience in office setting.
- Computer skills and knowledge of relevant software.
- Communication skills, written and verbal.
- Knowledge of the operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping.
- Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy.

<b>Job Role:</b>	Office Assistant	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full-Time	<b>Supervision:</b>	ICWA Coordinator
<b>Salary:</b>	\$15.00/hr	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1		

Please Send Application to:			
<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	
<b>Application Procedure</b>	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.		