



Standing Rock Sioux Tribe
Human Resource Department
Wówašechuŋ Awáŋwičhayaŋka Óítħačhaŋ
personnel@standingrock.org

Bld 1 N. Standing Rock Ave
Po Box D
Fort Yates, ND 58538
Phone (701) 854-3826
Fax (701) 854-8533
www.standingrock.org

POSITION:

Office Assistant
Tribal Transportation Planning & Development

SALARY RANGE: (\$12.66-\$15.82) + Annual & Sick Leave

OPENING DATE: November 01, 2016

CLOSING DATE: November 17, 2016

SCOPE OF WORK:

The Office Assistant will provide support of overall Program operations by maintaining office systems, processes and clerical functions to complete projects and tasks (answering office telephone calls and responding to client inquires, establishing and maintaining an internal record management systems).

SUPERVISION:

The Office Assistant will work under the direct supervision of the Office Manager who will provide guidance, direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:

1. Organize and maintain accurate file systems for entire Program.
2. Document, stamp and ensure timely delivery of incoming correspondence.
3. Review timesheets for completeness prior to submitting.
4. Route Purchase Orders to ensure timely payment of Program Invoices.
5. Process and complete Program correspondence.
6. Track and maintain Program calendar; schedule meetings, send meeting invites and coordinate logistics.
7. Conduct inventory of Program property and equipment.
8. Answer inquiries and process requests for information.
9. Answer and route calls to the appropriate staff for response.
10. Develop and maintain an internal tracking of staff whereabouts to ensure availability prior to transferring calls and escorting visitors.
11. Coordinate maintenance and custodial tasks as needed.

QUALIFICATIONS:

1. High School Diploma/GED with six (6) months experience working in an Office Setting.
2. Knowledge of Microsoft Office applications (Word, Outlook, Excel).
3. Ability to efficiently and effectively operate general office equipment (copy, fax, printer, scanner)
4. Understand and carry out both verbal and written instructions and request clarification when needed
5. Must be able to pass background
6. Valid Driver's License and able to meet insurability requirements.

POSITION REQUIREMENTS

1. Deliver documents and mail to and from Tribal Administration Building to complete errands in a timely manner.

Níktič'ichiyapi ki Wówašechuŋpi Uŋ patitaŋpi
"Promoting Self-Sufficiency through Employment"

2. Promote professionalism when meeting and greeting the public.
3. Demonstrate excellent telephone etiquette and customer service. Maintain tact, composure, and flexibility when interacting with diverse clientele.
4. Strong work ethic and organizational skill with special attention to detail.
5. Sign confidentiality statement and understand the penalties for any violations.
6. Will be required to possess excellent punctuality and attendance.

NOTICE:

SELECTED CANDIDATES FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No Tribal housing is available. The position is located at the Transportation Planning & Development Office in Fort Yates, North Dakota;

APPLICATIONS:

Applicants may submit their Tribal application to the Human Resource Department, Standing Rock Sioux Tribe, PO Box D, Fort Yates, ND 58538

ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.