



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

**Job Title:**

CFS Administrative Assistant

**Open Date:**

January 31, 2025

**SLT Program:**

Spirit Lake Social Services

**Close Date:**

February 14, 2025

**Position Objective: Performs a wide range of administrative and office support activities for the department Director and staff to facilitate the efficient operation of the organization.**

### Major Duties & Responsibilities

- Answer and screens telephone calls in a professional and timely manner, takes accurate messages with a high degree of professionalism and courtesy, arranges conference calls for Social Service Main office AND CPS.
- Exercises considerable judgement and discretion in handling requests for appointments and telephone calls.
- Distributes daily internal/external mail and overnight packages, including traveling to post office daily, sends and distributes faxes.
- Composed, types and distributes professional correspondence and memorandums, emails, faxes, using individual initiative and as assigned.
- Proactively establishes, and maintains highly organized filing system; files correspondence and records for office staff.
- Coordinates calendars and schedules Child Family Team Meetings, ensuring all parties are informed of and kept abreast of schedule awareness.
- Provide general support to visitors. Receive and direct visitors and clients.
- Coordinates travel arrangements; completes expense reports and processes invoices and billing; ensures that correct account codes are used and required backup and signatures are obtained and bills are paid on time.
- Processed foster care maintenance payments for foster parents on a monthly basis.
- Coordinate's meetings including but not limited to preparing and distributing agendas and other meeting materials, reserving, and preparing facilities, and recording and transcribing meeting minutes.
- Orders and maintains supplies, coordinates equipment maintenance (eg. Copy machine, postal machine, vehicle maintenance), and makes appropriate arrangements for building maintenance, following established SL Finance Procedures.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing for all Social Service personnel.

- Assists with special projects as assigned.
- Performs other duties as assigned by program director.
- Maintaining a clean, organized environment, free of clutter and garbage
- Assist in the onboarding process for new hires.

**Knowledge, Skills, and Abilities Required: To be considered for this position, applicants must meet the following requirements:**

- Excellent verbal and written communication skills. Must be able to speak, read, write and understand communication in the workplace.
- Proficient in Microsoft Office
- Keystrokes a minimum of 40 wpm
- Commitment to excellence
- Skilled with strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow
- Strong interpersonal skills
- Creative, flexible, and innovative team player
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Skilled in time management skills and the ability to multi-task and prioritize work
- Skilled with excellent written and verbal communication skills
- Demonstrated ability to plan and organize projects.
- Ability to work independently and as a member of various teams and committees.
- Ability to pay acute attention to detail and problem-solving skills
- Ability to understand and follow written and verbal instructions
- Ability to maintain a high level of confidentiality
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Ability to perform all physical requirements of the position.

**Qualifications, Experience and education required:**

- Associates degree (A.A.) or equivalent, three to five years related experience, or equivalent combination of education and experience.
- Experience as an office manager, front office manager or assistant
- Valid North Dakota's Driver's License. Must maintain a current, active, and unrestricted ND Driver's License through course of employment, insurable under SLT Driving policy.

- Must pass a background investigation, including relevant criminal history and pre-employment drug test.

<b>Job Role:</b>	CFS Administrative Assistant	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	Director of Social Services
<b>Grade:</b>	10		
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

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