



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

Job Title:	Administrative Assistant	Open Date:	January 9, 2024
SL Program:	Senior Service Program	Close Date:	Until Filled

Position Objective: This position is responsible for performing administrative duties in support of the Spirit Lake Tribal Senior Services department operations.
Work is performed and duties are carried out in accordance with established policies and procedures.

Major Duties & Responsibilities

- Greets visitors; screens telephone and personal callers; determines which matters can be handled independently; refers some to the appropriate office or person to handle; responds to inquiries without advice or direction; maintains appointment calendar.
- Schedule meetings, reserve conference rooms, schedules appointments, and maintain calendar(s), monitor and coordinates bus drivers' activity and assignments.
- Provides exceptional customer service; manages customer situations; responds to requests for service and assistance.
- Receives, labels, logs, files, and retrieves data; assists in researching and compiling information and data used in department analysis and funding agency reports; obtains, compiles, and presents in suitable form a variety of materials; develop and utilize historical information; provide retrieval of information.
- Plans, organizes, and implements program related events; collaborates with other departments as needed; develops communication materials and assists with the dissemination of information.
- Assists with the development and implementation of policies, procedures, and documents.
- Creates, composes, edits, produces, photocopies and/or distributes varied correspondence, meeting minutes, reports, newsletters, and other materials; assembling daily, weekly, monthly, quarterly, and annual reports to governmental agencies; reviews work for format consistency, grammatical construction, and typographical accuracy.
- Attends meetings, takes notes, and compiles minutes as required.
- Opens, sorts, and distributes correspondence, including email, faxes, and postal mail; routes to appropriate personnel in a timely and efficient manner; prepares replies independently when necessary.
- Establishes and maintains filing system, files, records, and other information sources related to work; keeps suspense file on recurring and other scheduled requirements for replies and reports.
- Inputs data into computer database systems; retrieves, verifies, and corrects information from the computer system.
- Prepares and processes invoices; prepares purchasing requests; processes requests for reimbursement.
- Assists with maintaining internal budget tracking data to include budgeted amounts, costs to date, and other specific information as needed.
- Controls, monitors, and maintains departmental supplies, inclusive of preparation of related purchase requisitions and disbursement forms for all equipment and supplies as well as receipt of the material.
- Makes arrangements and coordinates travel schedules and reservations for meetings, training, and travel away from main work site location for department personnel.

- May support and serve as a non-technical expert for specific software program(s); may troubleshoot to resolve non-technical system related problems; coordinates with IT regarding user support and problem resolution; may create user documentation and train personnel on the use of the software program(s); and provides upper-level support to users having difficulties with applications.
- Maintain a desk top procedure manual for position, updating as needed.
- Must comply with federal laws and regulations as required by the HIPAA.
- Must comply with Spirit Lake Tribe Personnel Policies & Procedures Manual.
- Attend meetings and training as required.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Spirit Lake Tribe departments, programs, and services.
- Knowledge of modern office practices and procedures.
- Knowledge of principles, practices and terminology related to the assigned department.
- Knowledge of computers and job-related software programs.
- Knowledge of customer service principles.
- Knowledge of the correct and effective use of English, including grammar, spelling, and punctuation.
- Ability to work independently and collaboratively in a team environment.
- Ability to learn and continuously improve, to be audited, observed, and reviewed.
- Ability to organize the multiple demands of the job.
- Ability to prioritize and shift priorities to accommodate changing needs of the department.
- Ability to work with personal computers and utilize a variety of software applications, including database and office software systems.
- Ability to communicate with members of the public, other organizations, and other agency personnel.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Skill in personal effectiveness and credibility; understands the importance of maintaining confidentiality, able to maintain confidentiality.
- Skill in time management, prioritizing and organizing work, and attention to detail.
- Skill in interpersonal relations and customer service.
- Skill in the maintenance of files and records.
- Skill in use of personal computer and a variety of job-related software applications.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Skill in the maintenance of files and records.

Physical Demand/Work Environment

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. The employee must be able to read, write, speak, and hear.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, requiring use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory and Management Responsibility

This position has supervisory responsibility or authority. The incumbent will supervise the Program Driver designated for the following routes: Crow Hill District, Norma Rainbow Center, and Wood Lake District.

Minium Qualifications

- Associate degree in office technology, Business Administration, or related field.
- A minimum of 2-3 years of progressively responsible administrative support experience sufficient to perform the essential functions of the position.
- Experience demonstrating dependability, customer service skills, computer skills, organizational and time management skills.
- Experience demonstrating ability to work independently and assume responsibility without direct supervision.
- Must possess and maintain a current, valid, active and unrestricted North Dakota driver’s license throughout the course of employment.
- Must be insurable under the Spirit Lake Tribe driving policy.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

Job Role:	Administrative Assistant	Department	Senior Services
Exempt/Non-exempt	Non-Exempt	Closing Date:	Until Filled
Employment Status:	Full- time	Supervision	Program Director
Hourly rate	DOQ		
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or britneyr@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
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	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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