



Spirit Lake Tribe  
 P.O. Box 359  
 Fort Totten, North Dakota 58335  
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|                    |                  |                      |               |
|--------------------|------------------|----------------------|---------------|
| <b>Job Title:</b>  | Office Assistant | <b>Open Date:</b>    | July 1, 2019  |
| <b>SL Program:</b> | ICWA             | <b>Closing Date:</b> | July 12, 2019 |

**Major Duties & 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 & organizing files.
- MUST maintain confidentiality at all times.
- Minimal cleaning duties.
- Answering phones & 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 & verbal.
- Knowledge of the operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping.
- Must have a valid North Dakota Drivers license, car insurance and a clean driving record over the past two years.

|                              |                        |                          |                   |
|------------------------------|------------------------|--------------------------|-------------------|
| <b>Job Role:</b>             | Office Assistant       | <b>Company Industry:</b> | Spirit Lake Tribe |
| <b>Employment Status:</b>    | Part-time<br>Temporary |                          |                   |
| <b>Monthly Salary Range:</b> | \$12.00                | <b>Supervision</b>       | ICWA Coordinator  |

|                                    |  |                         |   |
|------------------------------------|--|-------------------------|---|
| <b>Number of Vacancies:</b>        | One  | <b>Manages Others:</b>  | No  |
| <b>Please Send Application to:</b> |  |                         |   |
| <b>Name:</b>                       | Spirit Lake Human Resource Department  | <b>Email:</b>           | <a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a><br>or <a href="mailto:normar@spiritlakenation.com">normar@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<br>701-381-0361  | <b>Fax:</b>             | 701-766-1272  |
| <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. |                         |   |