



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

Job Title:	Office Assistant	Open Date:	July 18, 2019
SL Program:	ICWA	Close Date:	July 25, 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 Driver's license, car insurance and a clean driving record over the past two years.

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

Number of Vacancies:	One	Manages Others:	No
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	ndemarce@spiritlakenation.com or normar@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 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.		