



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

Job Title:	Administrative Assistant/Secretary	Open Date	December 5, 2024
Program:	Vocational Rehabilitation	Close Date:	December 20, 2024

Position Objective:

Major Duties & Responsibilities

The Administrative Assistant is responsible for handling office calls for the Vocational Rehabilitation Project. Office calls to schedule and establish a list of consumers interested in attending program orientation. He/she will be responsible for answering the office phone, picks up the mail, greets consumers and visitors to the project, prepares purchase orders and brings up to the finance office, prepares the monthly program newsletter and does flyer in the community for the program, and updates the VR Facebook page.

Qualifications, Experience and Education required:

- Must have a two-year degree (AA degree)
- Must have a minimum of three years of administrative experience
- Knowledge of tribal policies and procedures to work with VR PO's
- Proficiency with computer programs essential
- Experience using social media such as the VR Facebook page
- Must have good writing and communication skills
- Experience working with the public from a variety of social, cultural, economic and educational backgrounds
- Must be able to maintain confidentiality (FERPA, HIPPA)
- Prepares purchase orders for office and program supplies
- Ability to operate office equipment (copy machine, and other technology equipment)
- Must be able to plan, organize, and coordinate work for the office
- Must be knowledgeable about VR disability services
- Must have a current ND driver's license
- Must be willing to take CPR & 1st Aid certification
- Other related work duties as assigned

Responsibilities:

- Be able to greet potential clients in the front office in a friendly and helpful manner
- Be able to organize VR files
- Be able to operate program vehicles as needed for mail, purchase orders, supplies

Vacancy	Administrative Assistant	Department:	Spirit Lake Vocational Rehabilitation
Employment Status:	Full Time	Supervision:	Vocational Rehabilitation Director

Grade:	9	Manages Others:	No
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com or rcrosswhite@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.		