

	Spirit Lake Tribe P.O. Box 359 Fort Totten, North Dakota 58335 mkeo@spiritlakenation.com		
Job Title:	Office Assistant	Open Date:	April 9, 2025
Program:	ICWA	Close Date:	Until Filled
Major Duties & Responsibilities <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy. 			
Job Role:	Office Assistant	Company Industry:	Spirit Lake Tribe

Employment Status:	Full-Time	Supervision:	ICWA Coordinator
Grade:	8	Manages Others:	No
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	mkeo@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:	
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.		