



*Human Resource  
Department  
PO Box 538  
Fort Washakie, WY  
82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

### **NOTICE OF EMPLOYMENT**

**POSITION:** Filing Clerk  
**DEPARTMENT:** Shoshone Utilities Office  
**SUPERVISION:** Administrative Assistant  
**SALARY:** \$15.00 per hour  
**OPENING DATE:** October 8, 2020                      **CLOSING DATE:** October 21, 2020

#### **GENERAL STATEMENT:**

Provides general office support with a variety of functions that contributes to the efficiency of the Shoshone Utilities Department.

#### **DUTIES AND RESPONSIBILITIES**

- Greets and assists customer with professional and quality customer service.
- Functions as receptionist for incoming calls and Utility visitors.
- Directs calls and takes messages.
- Provides secretarial support to Organization staff including filing, typing, and copying.
- Maintains records of SUO customer accounts.
- Operates a variety of office equipment and computer software.
- Keeps logs of calls, questions, problems, including the water and sewer complaints for operators.
- Performs other duties as assigned to maintain and enhance the operation of the program.

#### **QUALIFICATIONS**

- Must have a High school diploma or GED preferred;
- One (1) year of successful experience in data entry and records filing preferred.
- Must maintain strict confidentiality of all information process through the department including records, reports documents, conversations, etc.

#### **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
  - Applicants that state “See Resume “ for employment history must have the following the information listed on the resume:
    - Dates of previous employment
    - Reason for leaving previous employment
    - Hourly rate of previous employment.
  - Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [dshoyo@easternshoshone.org](mailto:dshoyo@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.
- **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.