



Shoshone Tribe  
Human Resource Dept.  
P.O. Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005, Ext. 160  
Fax: (307) 332-9883

## **NOTICE OF EMPLOYMENT**

**POSITION:** Administrative Assistant  
**DEPARTMENT:** Education  
**SUPERVISION:** Education Director  
**SALARY:** DOE  
**OPENING DATE:** December 28, 2018    **CLOSING DATE:** January 9, 2019

### **POSITION SUMMARY:**

This position performs a wide range of administrative support for the education department and office support activities assisting students of the education program for the Shoshone tribe.

### **DUTIES AND RESPONSIBILITIES**

- Answer, screen, and transfer inbound phone calls.
- Greet clients in a professional manner.
- Receive, distribute and explain the application process including assisting with the FAFSA application.
- Assist students/parents research schools and help them complete application process.
- General clerical duties including photocopying, fax and mailing.
- Maintain electronic and hard copy filing system.
- Maintain computer data base for all files and records.
- Retrieve documents from filing system.
- Handle request for information and data.
- Resolve administrative problems and inquires.
- Prepare written responses to routine inquires.
- Prepare and modify documents including correspondence, reports, drafts memos, and emails.
- Prepare agendas, schedule and coordinate meetings and appointments for the department as needed.
- Open, sort and distribute incoming correspondence including check requests and check distribution.
- Maintain office supply inventories.
- Coordinate maintenance of office equipment.

- Assist in managing the website & collecting data.
- Participate in project, private and state continuing education and other training as needed.
- Other job related duties as assigned.

### **QUALIFICATIONS**

- Must have at least a high school diploma or GED equivalent.
- Certificate of completion from an Office Occupations course or related course work or 2 years successful work experience in a clerical position.
- Must have the ability to meet and greet the public in a professional manner.
- Must possess the ability to perform a variety of duties and to organize materials.
- Must demonstrate sound clerical skills including: communications (written & oral), computer operation skills, internet, word processing, power point and data base programs.
- Must be able to apply proper telephone etiquette, use of copy machine, fax, and ten-key.
- Must demonstrate good attendance and motivation.
- 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.
  - Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [menos@easternshoshone.org](mailto:menos@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.