



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:** SBC Secretaries  
**SALARY:** DOE  
**OPENING DATE:** October 15, 2018      **CLOSING DATE:** October 26, 2018

### **POSITION SUMMARY:**

Perform routine clerical and administrative duties in support of the SBC Secretaries.

### **DUTIES AND RESPONSIBILITIES**

1. Transcribes and prepares, for certification, the official minutes of the Shoshone Business Council, Shoshone General Council and other meetings as the SBC Executive Secretary or Shoshone Business Council may designate during their scheduled assignments.
2. Assists the SBC Executive Secretary in recording and transcribing dictation from the Shoshone Business Council Chairman, of confidential and restricted materials and relies upon her/his best judgement and initiative to assure the correspondence flows as scheduled.
3. Responsible for following and implementing devised plans to establish priority of transcription, reproduction and dissemination of current Shoshone Business Council and Shoshone General Council minutes.
4. Will utilize all available free time during the work day to transcribe, in final form, existing Shoshone Business Council and other meetings which are not complete.
5. Assists in maintaining the filing system of the Shoshone Business Council and Shoshone General Council minutes.
6. Uses mature judgment, self-initiate and courtesy to provide clerical services to the staff, Business Council and general public.
7. Will fill-in as the receptionist in her/his absence.
8. Serves as the initial point of contact to the media and coordinates all tribal new releases to the general public, the media and other key stakeholders.
9. Performs other duties as assigned by the SBC Executive Secretary or the Shoshone Business Council.

## 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 type at least 40 wpm.
- Must have the ability to meet and greet the public in a professional manner.
- Ability to write effectively enough to assist staff in completion of minutes, resolutions, etc.
- Must be able to transcribe from computer.
- Must demonstrate sound clerical skills including: communications (written & oral), computer operation skills in spreadsheets, word processing, and data base programs.
- Proper telephone etiquette, use of copy machine, fax, and ten-key.
- Must maintain strict confidentiality of all information process through the SBC Secretaries Office 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.