



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: Receptionist
EMPLOYER: Shoshone Tribe – Shoshone Secretaries
SALARY: As budgeted
OPENING DATE: April 27, 2018 **CLOSING DATE:** May 10, 2018

QUALIFICATIONS:

- ❖ Must have at least a high school diploma or GED equivalent.
- ❖ 2 years successful work experience in a clerical position but not required.
- ❖ Must have the ability to meet and greet the public in a professional manner.
- ❖ Proper telephone etiquette, use of copy machine, and fax.

DUTIES AND RESPONSIBILITIES:

- Operates a multiple-call telephone switchboard console, give information to callers and routes incoming calls to the appropriate staff or Business Council Members.
- Greets visitors, ascertains nature of business, and directs visitors to appropriate individuals.
- Uses mature judgment, self-initiate and courtesy to provide clerical services to the staff, Business Council, and general public.
- Will make copies for the office staff, and Business Council members as needed.
- Will do general typing duties as assigned by the Executive Secretary.
- Picks up mail from post office, records and distributes mail to appropriate staff and Business Council members, prepares outgoing mail by recording destination and deliver mail to post office.
- Will be required to assist the Secretary's Office as needed by attending the Shoshone General Council meetings and/or Informational meetings.
- On a daily basis will be responsible for the Business Council's signature log of incoming/outgoing documents.
- Will be utilizing the computer, Xerox machine, stamp meter machine, and other office machines as needed.

Application Requirements: Submit a complete application with supporting documents to Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514. Applications are available online at easternshoshone.org and can be sent via email to

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.

Indian preference applies.

Applicants who have a current application on file, must submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**

Applicants being considered for employment must submit to a pre-employment drug screen prior to being hired. Refusal to take the test will render the applicant ineligible for employment.