



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

NOTICE OF EMPLOYMENT

POSITION: Administrative Assistant
DEPARTMENT: Eastern Shoshone Tribe Culture Center
SUPERVISION: Director
SALARY: As Budgeted
OPENING DATE: March 12, 2020 **CLOSING DATE:** March 26, 2020

POSITION SUMMARY:

This is an administrative support position that contributes to the efficiency of the Cultural Center department. The position provides skilled multi-tasking functions utilizing knowledge of Eastern Shoshone Culture, standard office practices/procedures, professional business application software, and ability to implement technology available. The Position responsibilities require strong clerical and computer operation skills combined with skill in digital archiving of photos and documents, and digital photo enhancement/restoration. The position also requires knowledge of accounting procedures and accurate record keeping. The position requires desktop publishing skill in creating professional letters, brochures, flyers, posters, etc... Position requires excellent time management and project management skills.

DUTIES AND RESPONSIBILITIES

- Greets the public in a professional manner.
- Answers the telephone and direct calls to appropriate department and takes messages.
- Responds to inquiries and finalizes outgoing correspondence.
- Receives and files incoming and outgoing correspondence and mail.
- Prepares paperwork for appropriate processing and maintains the following: accounts payable, accounts receivable, payment vouchers, check requests, purchase orders, cash receipts journal, requisition for office supplies and travel arrangements.
- Types minutes of weekly staff meetings.
- Prepares on-call calendars each month.
- Coordinates all other office activities in conjunction with Shoshone Culture center.
- Digitally archives photos and documents.

- Digitally enhances/restores photos, and edits photos and other documents for large format printing.
- Organizes and maintains archived documents.
- Researches Shoshone history, culture, and media on the Internet.
- Desktop publishes flyers, brochures, posters, etc...
- Helps design displays and exhibits, along with interactive kiosk displays.
- Maintains and troubleshoots the office equipment in the cultural center, including computers, printers, fax machines, kiosks, etc...
- Collaborating with others on grants, including research, writing, implementing and reporting.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

- Must have a High School Diploma or GED.
- A certificate of office technology or related higher education from an accredited university or college or three (3) years of successful administrative experience in clerical work.
- Must have extensive computer and customer service skills.
- Must have the ability to answer the telephone and speak diligently over the phone and in greeting the public.
- Must be have good customer service skills.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry.

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 and can be sent via email to 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. 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.