



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

NOTICE OF EMPLOYMENT

POSITION: Administrative Assistant
EMPLOYER: Eastern Shoshone Tribe – Shoshone Human Resource Dept
SALARY: DOE
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 Human Resource department. Provides skilled multi-tasking functions utilizing the knowledge of Human Resource systems, professional business application software, effective office practices/procedure and policy interpretation.

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 Human Resource policies, protocol, practices, benefits, compensation and data base systems.

DUTIES AND RESPONSIBILITIES

- Performs administrative duties for the Human Resource Director such as recruitments, processing agenda request to SBC, travel requests, updating personnel forms and etc. as delegated by HR Director.
- Assists the Benefits Specialist with New Employee Orientation, filing and other trainings sessions offered through the HR department.
- Applies policies and procedures to coordinate office functions with the management system of Human Resources by interfacing with department directors on confidential information, records, transactions, and documents.
- Provides administrative support for the HR Director and staff as assigned by the HR Director. Relieves the HR staff of routine clerical duties and performs special work assignments.
- Receives and routes department phone calls. Collects, stamps, sorts, records, and disseminates mail, correspondence, messages and transactions.
- Records and transcribes department meeting minutes when necessary. Uses correct English grammar, punctuation, and spelling in all correspondence.

- Processes grievance documents: Properly date stamps, makes an official copy, and submits to Human Resource Director.
- Prepares job announcements and advertise appropriately.
- Receives employment applications and maintains an appropriate database of applicants.
- Schedules and notifies applicants interview dates and times.
- Responsible for maintaining the departmental cuff account processing purchase requisitions for purchase orders, paying invoices, and closing out purchase order upon approval the HR Director.
- Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical applications including formulas and percentage distributions.
- Uses word processing, spreadsheets, and data base applications to process documents including but not limited to letters, memos, and notifications.
- Maintains administrative record keeping and calendar of events. Operates a variety of office equipment. Assures the office equipment receives proper maintenance and keeps adequate supplies on stock.
- Process and submits fingerprints through the LIVESCAN fingerprinting system.
- Will cross train with other Human Resource positions and assume those duties as needed.
- Maintains strict confidentiality of all information processed through the Human Resource 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 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.