



*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 Department of Family Services
SUPERVISION: ESDFS Supervisor
SALARY: Depending on Experience
STATUS: Permanent Full-Time
OPENING DATE: 12-3-24 **CLOSING DATE:** 12-17-24

POSITION SUMMARY:

Eastern Shoshone Department of Family Services is seeking an Administrative Assistant to join a team that is passionate about serving children and families in a timely manner by assisting with the coordination of support services. This position will help ensure that services and support are provided to children and families in a timely and efficient manner. Performs duties under the direct supervision of the Eastern Shoshone Dept of Family Services Director.

DUTIES AND RESPONSIBILITIES

- Professionally greet the public
- Answer the telephone and direct calls to the appropriate department
- Respond to inquiries and finalize outgoing correspondence. File incoming and outgoing correspondence.
- Prepare paperwork for appropriate processing and maintain the following: accounts payable, accounts receivable, payment vouchers, check requests, purchase orders, cash receipt journal, grocery/food/clothing vouchers. Requisition for office supplies, and travel itineraries.
- Type minutes of staff meetings
- Prepare on-call calendars each month
- Coordinate all other office activities in conjunction with the position

QUALIFICATIONS:

- Associate's Degree (Typically in Business) or Experience of 0-2 years of progressive

work experience (in Business Office Communications) with acquired knowledge at the level of an Office Support Specialist I.

- OR education & experience: 2-4 years of progressive work experience (in Business Office Communications) with acquired knowledge at the level of an Office Support Specialist I.

Preferences:

- Preference may be given to detail-orientated, ability to multitask under pressure. Maintain organization, and ability to prioritize and meet or exceed deadlines.
- Preference may be given to applicants with excellent verbal and written communication skills
- Preference may be given to applicants who can work independently and maintain the confidentiality required.
- Preference may be given to applicants with outstanding customer service and interpersonal skills.
- Preference may be given to applicants who have proofreading and editing experience.

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 lmorgan@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.