



*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:** Solid Waste/Maintenance

**SUPERVISION:** Solid Waste/Maintenance Directors

**SALARY:** \$17.00

**STATUS:** Permanent Part-Time

**OPENING DATE:** January 15, 2026      **CLOSING DATE:** Open until Filled

#### **POSITION SUMMARY:**

This position performs a variety of administrative, program, budget, clerical or office support activities. It serves as the initial contact person for the Solid Waste Department by performing the following duties.

#### **DUTIES AND RESPONSIBILITIES**

- Responsible for establishing a bookkeeping system
- Responsible for entering program accounting information into bookkeeping system accurately and in a timely fashion.
- Performs timekeeping functions for all employees of the Solid Waste Program
- Composes and types routine correspondence
- Organizes and maintains departmental filing system
- Greets visitors, answers telephone calls, and arranges conference calls.
- Coordinates Director's schedule and makes appointments.
- Arranges and coordinates travel schedules and reservations.
- Conducts research, and compiles and types statistical reports.
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
- Prepares outgoing mail and correspondence, including e-mail and faxes.

- Reads and routes incoming mail.
- Orders and maintains supplies, and arranges for equipment maintenance.
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### **Supervisory Responsibilities**

This job has no supervisory responsibilities; however, they may train employees.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Associate's degree or equivalent from technical school PLUS 1 year work experience (in Business Office) with acquired knowledge.

OR

Equivalent combination of education and experience: 2-4(+) years of progressive work experience (Business Office experience) with acquired knowledge.

#### **Other Qualifications**

Must submit to and pass drug testing.

#### **Computer Skills**

To perform this job successfully, an individual should have knowledge of accounting software; Inventory software; Order processing systems; Spreadsheet software and Word Processing software.

### **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](http://easternshoshone.org) and can be sent via email to [lmorgan@easternshoshone.org](mailto:lmorgan@easternshoshone.org) 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.