



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

NOTICE OF EMPLOYMENT

POSITION: Administrative Clerk

DEPARTMENT: Shoshone Utilities Office

SUPERVISION: Administrative Assistant

SALARY: \$12.00/hr.

OPENING DATE: June 30th, 2026

CLOSING DATE: July 14th, 2026

GENERAL STATEMENT:

The Administrative Clerk provides skilled clerical support to the Shoshone Utility Organization, maintains billing system.

DUTIES AND RESPONSIBILITIES

- Functions as receptionist for incoming calls and Utility visitors. Directs calls, takes messages and answers general questions related to the billing system.
- Handles cash, checks, and money orders from customers payments.
- Provides secretarial support to Organization staff including filing, typing, and copying.
- Prepares and mails utility bills for water and sewer customers
- Maintains utility records
- Assists customers with information regarding their account status and charges
- Keeps logs of calls, questions, problems, and/or complaints about water and sewer complaints for operators.
- Delivers water samples to lab or postal facility
- Assists in setting up meetings by securing locations and preparing refreshments.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Strong computer skills, including experience using Microsoft Word, Access, and Excel software.
- Trustworthiness with large sums of money.
- Ability to compose correspondence or documents independently or from brief instructions.
- Ability to deal successfully with the public, in person or over the phone.
- Establish and maintain effective working relationships with supervisors, subordinates, officials from outside agencies, and the general public.
- Ability to work independently.
- Ability to drive a motor vehicle
- Proficient typing skills

- Knowledge of computerized billing software applications
- General knowledge of the community and customers served.

QUALIFICATIONS

High school diploma or GED; college preparation preferred. Previous experience in data entry and billing preferred

Must be willing to submit to drug testing.

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 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 for each position in which you want to be considered for. 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.