



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

NOTICE OF EMPLOYMENT

POSITION: Office Clerk
DEPARTMENT: Culture Center
SUPERVISION: Culture Center Director
SALARY: \$15.00
STATUS: Permanent Full-Time
OPENING DATE: October 20, 2026 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

This position provides support that contributes to the efficiency of the Cultural Center. The position provides skilled multi-tasking functions utilizing knowledge of Eastern Shoshone Culture, standard office procedures, professional customer service skills and be reliable.

DUTIES AND RESPONSIBILITIES

- Responsible for greeting customers/visitors, must have excellent communication and customer service skills. Answer phone calls, questions regarding our culture, history and traditions.
- Multitasking and time management, learn about history and techniques applied for items located in the cultural center and explain to visitors. Must have knowledge of competitive pricing for purchase and sale of beaded items or such.
- Responsible for receiving and processing transactions, with cash or credit card payments. Assist Director or co-workers with ordering merchandise and buying products for resale.
- Maintain sales and inventory records, manage arranging and displaying beaded items.
- Responsible for cleaning all center display cases, doors, counters and preform other duties as assigned.

QUALIFICATIONS:

- Must have high school diploma or GED.

- Must have experience in good customer service skills, ability to answer phone and speak diligently to customers/visitors.
- Shall be able to work 40 hour shift.
- Shall be able to operate a variety of standard office equipment: calculator, copier, any other
- 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.

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. 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.