

JOB ANNOUNCEMENT

POSITION: Administrative Assistant

SALARY RANGE: \$20.93 -\$23.09 per hour (Grade 18, Step 01 - 20, Step 01)

SUPERVISOR: Executive Secretary/Executive Assistant

PROGRAM: Tribal Executive Offices

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, Nevada

OPENS: June 13, 2025

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles and equipment on a regular basis. This person comes into regular contact with children and seniors in the course of his/her duties.

JOB SUMMARY:

Under the supervision of the Executive Secretary Executive Assistant, the incumbent will perform Administrative duties for the Executive Offices.

SPECIFIC DUTIES:

1. Types correspondence, reports, memos, budgets, contract agreements/permits, narratives for executive offices.
2. Answers routine correspondence, general information questions to tribal members and the general public.
3. Establish and maintain an effective filing system.
4. Arranges meetings for Tribal Chairman/Business Council and sends notices/invites.
5. Researching information for legislation/executive/administration and public use.
6. Will assist with compiling data for reports, grant/contract applications and other documents.
7. Will assist with the monitoring timely submission of all grant/contract quarterly and monthly reports.
8. On a daily basis, makes copies of mail and fax distribution to Executive Offices and the Tribal Business Council as necessary.
9. Answers telephone and takes messages when needed.
10. Access accounting program to pull detailed financial reports.
11. The Administrative Assistant acts with independence in the performance of duties and will assist the Executive Secretary/Executive Assistant in carrying out the administration/executive/legislative duties, projects and activities.
12. Prepare and submit purchase orders and payment requests as needed.
13. Performs other related duties as assigned by the Executive Secretary Executive Assistant.

MINIMUM QUALIFICATIONS:

1. High School diploma, or GED is required, along with three years of secretarial experience. Up to two (2) years of college studies Office Management or Business/Financial Management and four (4) years secretary experience.
2. Skill in operating a computer workstation to type difficult and complex material
3. Must be neat and congenial due to relationship with general public on a daily basis; must be able to communicate in an effective manner.
4. Knowledge of and ability to identify and correct errors in basic grammar, punctuation, spelling, capitalization and accepted English usage.
5. Ability to take minutes for a variety of committee meetings.
6. Familiar and able to operate Microsoft software including Excel spreadsheets.
7. Must acquire consistency and reliability.
8. Knowledge of tribal government policies and procedures.
9. Skill in developing budgets, preparation of reports with external agencies.