

JOB ANNOUNCEMENT

POSITION: Domestic Violence Administrative Assistant (OVW)

PROGRAM: OVW Violence Against Native Women Tribal Government Program (VAWTGP)

SUPERVISOR: Rural Projects Coordinator

SALARY RANGE: \$26.79 per hour (Grade 19, Step 02)

CLASSIFICATION: EXEMPT

LOCATION: Owyhee, Nevada

OPENS: October 16, 2025

CLOSES: November 5, 2025

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.

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 thorough background investigation including criminal, financial and character checks as a condition of employment. This individual must be able to work long hours, nights and weekends. Must be able to travel upon short notice and must be able to travel by plane. This individual has access to sensitive Tribal and personal data. This position has regular contact and responsibility for women and children. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

JOB SUMMARY:

The Shoshone-Paiute Tribes received funding from the U.S. Department of Justice, Office on Violence Against Women (OVW), under the Tribal Governments Program (VAWTGP). The Napuha Kha Nii (NKN) Programs encompass multiple grants, including the Rural Grant, Tribal Sexual Assault Services Program (TSASP), and Youth/Children's Domestic Violence/Sexual Assault and Trafficking programs. The NKN Administrative Assistant plays a key role in supporting the implementation and administration of these grants by providing administrative, programmatic, and client service support. This position is vital in assisting program reporting, coordinating outreach and educational events, and supporting direct services to victims and survivors.

MAJOR DUTIES AND RESPONSIBILITIES: Administrative and Program Support

- Collect and enter program data into multiple systems to support baseline data tracking, evaluations, and reports.
- Prepare summary reports, outreach materials, newsletters, flyers, brochures, and training documents.
- Draft and submit monthly VAWTGP reports and financial documentation.
- Maintain up-to-date records, contracts, financial documents, purchase orders, and supporting materials.
- Assist in developing meeting agendas, recording minutes, and facilitating internal and external meetings including CCRT and Law & Order Code Subcommittees.
- Track and reconcile budgets and financial transactions across multiple funding lines (e.g., 4821, 4841, 4816, 4851).
- Submit and organize financial documentation (GSA logs, receipts, W-9s, etc.) and ensure accurate filing and electronic records.
- Coordinate with Finance, Property & Supply, Tribal Administration, Courts, and partner programs to maintain smooth program operations.

Client Services and Advocacy Support

- Assist in coordinating direct services, advocacy, and safety planning for victims of domestic violence, sexual assault, dating violence, stalking, and trafficking.
- Participate in the on-call rotation and provide client transportation and emergency response as needed.
- Maintain documentation of client services in CAP60 and communicate with the Tribal Prosecutor for case closures.
- Support program staff by managing schedules, approving time-off, and assisting with task coordination.

Training and Outreach

- Plan, organize, and support community education events, workshops, and trainings.
- Coordinate presenter logistics, including fees, travel, and materials.
- Conduct research to support educational programming, victim resources, legal advocacy, and funding opportunities.
- Develop and maintain a comprehensive resource directory.
- Facilitate and support the Coordinated Community Response Team (CCRT) and its subcommittees.
- Promote community wellness, awareness and empowerment strategies for staff, survivors and their families.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED required.
- Associate or Bachelor's degree in social science, human services, criminal justice, or a related field preferred.
- Minimum one year of experience in administrative support, social services, or advocacy work preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher), Google Calendar, Zoom, and data entry platforms.
- Strong verbal and written communication skills.
- Experience working with victims/survivors of domestic violence, sexual assault, and related trauma preferred.
- Valid state driver's license; must be insurable under Tribal policy.
- Ability to type 35–40 words per minute (typing test will be administered).
- Must pass all background checks, including child abuse/neglect screening, criminal history, and drug testing.
- Knowledge of the dynamics of domestic violence, sexual assault, stalking, trafficking, and Missing & Murdered Indigenous People/Women (MMIP/W).

OTHER REQUIREMENTS:

- Must be able to work evenings, weekends, and respond to crisis calls as part of on-call rotation.
- Must demonstrate a nonviolent, drug- and alcohol-free lifestyle.
- Must complete required 20-hour domestic violence/sexual assault training upon hire.
- Must complete confidentiality and privacy in-service training.
- Ability to maintain confidentiality as required under VAWA guidelines both on and off duty.
- Ability to work independently and collaboratively in a high-stress, fast-paced environment.
- Strong time management, attention to detail, flexibility, and organizational skills.
- Knowledge of women's rights, diversity issues, and cultural humility.
- Ability to conduct basic legal research and appropriately respond in crisis situations.

- Commitment to the mission, values, and philosophy of the Napuha Kha Nii Programs and the Shoshone-Paiute Tribes.

NOTE: This list of primary requirements and duties is not intended to be exhaustive; Shoshone-Paiute Tribes reserves the right to revise this job description as needed to comply with actual job requirements.