

JOB ANNOUNCEMENT

Position: Office Assistant
Department: Cultural Department
Division: Executive/Legislation
Supervisor: Cultural Director
Grade: \$17.50 per hour (Grade 14 Step 01)
Classification: Non-EXEMPT

OPENS: July 23, 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.

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 suspicion-less (random) drug testing and a background check including fingerprints as a condition of employment. This individual has access to sensitive Tribal member personal data and comes into direct contact with children and seniors. This person operates Tribal vehicles and/or equipment in the course of their employment.

JOB SUMMARY:

Under the direct supervision of the Cultural Director, the Office Assistant will provide essential administrative support to all Cultural Department staff, ensuring smooth day-to-day operations. The role involves handling paperwork, organizing files, assisting with community projects, and managing various errands. The ideal candidate will be detail-oriented, organized, and capable of multitasking in a dynamic environment. They will play a key role in facilitating communication and collaboration within the department, contributing to the success of cultural initiatives and events.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provide general administrative assistance to the department, including handling correspondence and organizing meetings.
2. Maintain organized filing systems, both physical and digital, ensuring that documents are properly sorted, filed, and easily accessible.
3. Input and update data in spreadsheets, databases, and other records with accuracy and attention to detail.
4. Assist in the coordination and execution of community projects, including preparing materials, scheduling events, and communicating with participants.
5. Assist in planning and executing cultural events in the community.
6. Perform errands as needed, such as delivering documents and picking up supplies.
7. Monitor and manage office supplies, ensuring inventory is stocked and ordering additional supplies as necessary.
8. Draft and distribute internal and external communications, including emails, memos, and newsletters, to keep staff and community members informed.

MINIMUM QUALIFICATIONS:

1. Experience working in tribal settings preferred.
2. Must have a High School Diploma or GED.

3. Experience in Administrative Support
4. Proficiency in Microsoft Office Suite and the internet; additional computer skills are a strong plus.
5. Ability to work independently and as part of a team.
6. Must possess excellent organizational, telephone and interpersonal skills.
7. Must possess good oral and written skills-clear, concise, writing preferred.
8. Must be able to demonstrate ongoing efforts to pursue a nonviolent, drug and alcohol-free lifestyle.
9. Must possess a valid state driver's license.
10. Available to work some evenings and weekends as needed.

Guidelines:

The incumbent will comply with all Shoshone-Paiute Tribes Employee Handbook policies; federal, state and local codes and regulations.

Physical Demands;

The physical demands of an Office Assistant role primarily involve prolonged periods of sitting at a desk, frequently using hands for typing, filing, and handling documents. The job also requires occasional standing, walking, and reaching, as well as lifting and carrying light objects, typically weighing up to 10-20 pounds. Additionally, the role involves significant visual demands due to extended use of a computer screen and reading documents.

Work Environment:

The work environment will mainly be in within the Cultural Department offices, with some locations varying in the community. An office will be provided, but the incumbent will be expected to work where job duties require.