JOB ANNOUNCEMENT

Human Services Administrative Assistant

Division: Human Services
Reports To: Human Services Director
Location: Minnesota Chippewa Tribe Office Building – Cass Lake, MN
Supervisory: No
Status: Regular Full-Time (40 hours per week)
Pay: $15.78 per hour; full fringe benefits
Deadline: February 15, 2022

PRIMARY FUNCTION

The Human Services Administrative Assistant provides secretarial, reception, office management, and data entry support for the Human Services Division programs.

DUTIES AND RESPONSIBILITIES

- Provide primary reception services for the Human Services Division by answering and routing incoming calls, greet visitors, direct all questions or inquiries to the appropriate staff.
- Provide primary clerical and office management support for the Human Services Division.
- Prepare and track purchase orders and vouchers for NEW/MFIP program.
- Inventory office supplies and order new supplies or products as necessary.
- Assist in monitoring and ensuring all office equipment is in good operating order.
- Assist as needed in picking up mail from the post office, date stamp and sort all incoming mail; process and stamp all outgoing mail; deliver all outgoing mail to the post office at the end of the day.
- Type correspondence, meeting minutes and other documents on behalf of human services programs.
- Make travel arrangements, route and proof travel requests/reimbursements as requested.
- Verify tribal enrollment for ICWA inquiries.
- Maintain weekly staff schedules for Human Services Director.
- Assure SCSEP time reports are received and logged in a ledger to track enrollee hours.
- Set up and coordinate all Education/Human Services Subcommittee meetings, get notices out, attend meetings to take minutes and disburse honorariums.
• Set up all Native American Curriculum trainings, copy and distribute curriculum, secure meeting space, order food/beverages, send out training flyers, registration, attend any meetings to take minutes and assist with the disbursement of training fees/stipends.
• Other duties as assigned by Human Services Director.

REQUIRED KNOWLEDGE AND EXPERIENCE

• High School Diploma or GED. Secretarial/clerical training or equivalent experience with background in general office procedures.
• Computer skills with a working knowledge of Windows, Outlook, Excel, and Internet Explorer.
• Ability to strictly comply with Tribal, State and Federal privacy laws.
• Strong oral and written communication skills and initiative to be a team player.
• Background check is required.
• Must have a valid driver’s license, current auto insurance and the use of a private vehicle for business purposes.

PERSONAL CONTACTS

Contacts are made with persons who call or visit the Tribal office including all levels of Tribal staff, the public, and State, Federal, and Tribal officials. Exchange of information should be performed in a professional and respectful manner. The purpose of the contacts is to provide reception, relay communications, and carry out overall duties and responsibilities associated with work in Human Services program.

WORK ENVIRONMENT

The responsibilities of this position are performed primarily within the offices of the Minnesota Chippewa Tribe in Cass Lake.

PHYSICAL REQUIREMENTS

The work is primarily sedentary but does require limited physical exertion to fulfill office responsibilities. Duties require the ability to lift a mailbag that may weigh up to 50 pounds.

TRAVEL REQUIREMENTS

Infrequent travel may be required to attend training or meetings conducted out of town. Daily travel may be required to pick up and/or deliver mail to the post office.