



The Three Affiliated Tribes

Job Description

Position: Administrative Assistant

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Possess knowledge of modern office practices and procedures and the use of office machines and equipment.
- Knowledge of tribal administrative policies and procedures regarding finance and personal matters
- Working knowledge and experience in preparing fiscal year budgets and general knowledge in accounting principles

Skills

- Skill in the use of personal computer, Microsoft Office Suite, desk top calculator, typewriter and other office equipment and machines.

Abilities

- Ability to communicate effectively orally and in writing.
- Ability to understand and carry out oral and written instructions and request clarification when needed.
- Ability to establish and maintain effective working relation with co-workers, employees and officials of the Three Affiliated Tribes and other agencies as well as the general public.
- Ability to maintain established records and files
- Ability to plan, organize and possess supervisory and problem-solving skills.
- Ability to adequately perform duties with a minimum of supervision.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to maintain confidentiality.

MINIMUM QUALIFICATIONS AND EDUCATION:

- Minimum educational requirements are an Associate of Arts Degree with emphasis in Business Administration/Management with 3 years working experience performing complex duties such as an assistant to Program Director.
- Valid Driver's License

WORKING CONDITIONS:

- Primarily work is performed in an office-like setting. The work area is adequately lighted, heated and ventilated.
- Work will require travel away from the normal duty station.
- Smoke Free Environment
- The work is primarily sedentary in nature. No special work demands.
- Position may require the employee to drive personal and/or program vehicle



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- Will be required to assist Boy's and Girl's club in outlying TAT communities as well New Town area in their time of need as well as other business entities.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested persons must submit the following information:

- * Job Application
- * Copies of
 - Diplomas/Certificates and Transcripts
 - 2 Forms of ID's: (1 Driver License and/or State Issued ID), and 1 Other
 - Indian or Veteran Preference documents (If applicable)

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960