

Vacancy Announcement #17-127

Position: Administrative Assistant
(Non-exempt)

Salary: Grade Level 15/0
(\$25,218 per annum)

Program: Employee Assistance Program
Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

The Administrative Assistant is a support position to the Director and the Counselors. The Administrative Assistant provides general clerical, computer/typing, administrative duties as assigned by Director and must maintain a high degree of confidentiality as required to ensure the efficient operation of the program. The Administrative Assistant shall be under the director supervision of the Employee Assistance Program Director.

Specific Duties:

1. Maintains office services by organizing office operations and procedures; Design and organize filing systems, planning and arranging maintenance and preparation of information needed for reports from the office; and controlling correspondence.
2. Provide general clerical and administrative duties, operates all types of office machines, telephone/fax, computer/type writer, binding machine, calculator and copier/scanner, and other program equipment.
3. Maintain an Alphabetized filing system, Cuff Accounts, Modifications, Justifications for audit procedures.
4. Provide purchasing and procurement support for the employee assistance program.
5. Negotiate with vendors on purchase agreements for operating needs.
6. Maintain an ongoing inventory, equipment and supplies of daily operating needs for facility.
7. Responsible for the preparation of all necessary documents, processing and tracking of all purchase orders.
8. Administration functions in the understanding and knowledge of program budget, budget modifications, budget justification, and prepare Travel Authorizations and Travel Reports.
9. Prepare and maintain a record of payroll; and setting up new members of staff, including new employee orientation.
10. Contributes to team effort by accomplishing related results as needed.
11. Perform other duties assigned by supervisor, director or authorized person with delegated authority.

Requirements and Knowledge:

1. Must have knowledge of the principles, concepts, methodology and practices in administrative procedures, fiscal management policies and budgetary procedures, forms and formats, document reports and related requirements, and OMB Circulars New Uniform Guidelines.
2. Must have knowledge of the OST Personnel Policies and Procedures, OST Procurement Management, OST Financial Management, and OST Records Management Manuals.
3. Must have knowledge of basic statistical accounting budget and economic principles and techniques.

4. Skill in applying conventional fact-finding, analytical and problem solving, method conclusions and be able to recommend appropriate action or solutions to improve program efficiency and effectiveness.
5. Must have knowledge in working with requisitions, accounts payable, and travel vouchers, or willingness to learn.
6. Must be willing to travel for presentations, trainings and picking up supplies.
7. Must have computer experience with a working knowledge of basic office machinery.
8. Must have knowledge of and the ability to identify resources for program operations and purposes.
9. Must have the ability to work independently, as well as, under direction of the OST Employee Assistance Director, and/or the person with delegated authority.
10. Must be able to keep a high level of confidentiality in regard to all records, materials and knowledge concerning clients of the OST Employee Assistance Program and individuals serviced. *Privacy Act of 1974 (5 U.S.C. Section 552a), 42CFR Part 2, P.L. 99-570 and HIPAA Rules and Regulations.*
11. Must perform other related duties assigned, per the services the employee assistance program provides, and/or as directed by the Director or person with delegated authority.
12. Must pass a Drug and Alcohol test and Background check pursuant to Oglala Sioux Tribe Personnel Policies and Procedures.
13. Must have knowledge and understanding of Lakota values/culture and promote cultural traditions and values within the program operations.

Qualifications:

1. Associates of Arts Degree in Business or related field with a minimum of one (1) year work experience or High School Diploma/GED with a minimum of three (3) years' experience in a business administration (six (6) months experience of computers included) required.
2. Must have a valid driver's license with vehicle and liability insurance.
3. Must have a minimum of two (2) consecutive years of abstinence from alcohol and other drugs prior to hire with **2 letters of professional reference affirming the abstinence is required.**

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.