



The Three Affiliated Tribes

Job Description

ADMINISTRATIVE ASSISTANT

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Office Manager DEPARTMENT: Human Resources SALARY: D.O.Q. CLASSIFICATION: Non-Exempt	FLSA STATUS: FT Regular LOCATION: TAT Main Bldg. OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: Human Resource Administrative Assistant is supervised by the Office Manager with the responsibilities to support with Human Resource activities and provides a variety of administrative support in general employment, employee record keeping and administration. Assist in recruiting coordination, and other projects that may be assigned from time to time. The Human Resources Administrative Assistant will respond to employee inquiries regarding basic Human Resource issues or will refer questions to the appropriate HR Staff member and reference the MHA Nation policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Greets visitors and/or callers in a professional & respectable manner. Forwards external callers to the appropriate HR Staff when available. Records messages for unavailable HR Staff and delivers in a timely manner.
2. Maintains office bulletin boards in an up-to-date manner (i.e. calendar, in & out board, bulletin boards)
3. Ensures that copies of all HR forms (grievance forms, educational leave requests, etc.) are available to the public daily.
4. Maintains Human Resource Intacct accounts and ensures purchases are within allotted budget expenditures as well as prepares memos and letters as needed for routing purposes.
5. Prepares purchase requisitions, purchase orders, invoices and obtains signature approvals for Human Resource expenditures.
6. Submits all outstanding bills for department into Intacct and mails checks to appropriate company ensuring invoice has been attached for verification.
7. Coordinates and executes the pre-authorizations for travel plans and arrangements for the Human Resource Staff.
8. Acts as Designated Timekeeper. Gathers documentation for time from Human Resource staff and submits time records to Payroll Department.
9. Collects, sorts, and distributes incoming mail to the appropriate Human Resource Staff.
10. Stays well informed regarding Human Resource developments. (i.e. Dept. Staff Attendance/Leave)
11. Coordinates with related departments as required with answers to questions and provides assistance.
12. Assists employees directly with routine inquiries and basic interpretation of MHA Nation policy and procedures.
13. Schedules meetings and/or trainings for HR Director and/or HR staff (when applicable) and communicates with attendees accordingly and in a timely manner.
14. Assists in the preparation of the Tribal Business Council Books (i.e. prepare copies, adds/removes inserts as directed)



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15. Schedules pre-employment UA's and maintains/orders all related supplies.
16. Performs miscellaneous clerical functions and special projects as assigned.
17. Attends and participates in meetings as required.
18. Informs HR Director of area activities and of any significant problems should they arise.
19. Continues to provide services for the HR staff in all administrative functions when needed.
20. Authorizer for charge accounts to retrieve items for meetings, orientations, etc.
21. **And other duties as assigned.**

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Gainful knowledge of the MHA Nation policy and procedures of personnel administration.
- Knowledge of sound techniques in all aspects of personnel management.
- Knowledge of the organization's operations of administrative programs.

Skills

- Effective verbal and written communication skills.
- Telephone etiquette and receptionist skills.
- Excellent customer service skills.
- Excellent computer software skills - Microsoft Office, email, and electronic calendar (i.e., Outlook and Oracle) and excellent keyboarding skills.
- Good organizational skills and attention to detail and accuracy.
- Incumbent must have strong attention to detail.
- Must be a team player.

Abilities

- Professionalism, punctuality & dependability, and a desire for challenge.
- Ability to establish and maintain effective relationships with other management staff, employees, and the general public.
- Ability to maintain accurate records, follow oral and written instructions, learn assigned tasks readily and to adhere to prescribed routines.
- Ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Ability to organize and coordinate work.
- Ability to perform multiple tasks simultaneously.
- Ability to prioritize effectively.
- Ability to adapt to changing priorities.
- Disciplined and able to maintain strict confidentiality to sensitive and confidential matters.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High School diploma or GED equivalent. **REQUIRED**
- Associates degree or equivalent from an accredited college in office management, business or related field. **PREFERRED**
- And Two years progressively responsible clerical experience; or any satisfactory combination of experience and training which provides the required knowledge, skills and abilities.



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- Or Bachelor's degree in Business Management, Human Resources or related field.
PREFERRED
- More than two years of directly related work experience in a human resources office.
PREFERRED

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Typically performed in an office environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

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 individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____