



The Three Affiliated Tribes Job Description

Position: HR Technician

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Lead Technician
DEPARTMENT: Human Resources
SALARY: \$23-25/hr.
CLASSIFICATION: Non-Exempt

FLSA STATUS: FT Regular
LOCATION: Tribal Administration
OPENING DATE:
CLOSING DATE:

POSITION SUMMARY: This position is under the supervision of the Lead Technician and is responsible for the administrative support of day-to-day Human Resources operations and technical personnel duties that will also require high attention to detail in the data collection and entry into the human resource database software and personnel files and ensuring that quality and legal standards are maintained. This position will be in charge of keeping accurate records in WorkForce Go, as well as classified information, on behalf of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides exceptional service by being friendly and courteous at all times.
2. Performs miscellaneous clerical functions and assist Directors with employee/personnel projects and TBC books.
3. Enters new hire in the WorkForce Go system, i.e., salary authorization, W-4's, closeouts, etc.
4. Data entry and file maintenance on a daily basis.
5. Assist employees and the public with personnel information and interpretation of personnel policies and procedures, where applicable.
6. Ensures all hire packets are complete, legible, and enters into WorkForceGo in an efficient and timely manner also assuring that the HR processes have been followed.
7. Ensures official confidential documents in personnel files are current, i.e., job description, resume, certificates, w-4, salary authorization, position description.
8. Ensure all employment verifications are answered in a timely manner back to the requested entities. If working dates and personal information tabs are not entered, the employee will continue to reconcile the employee's file into the database (WorkForce Go).
9. Responsible for maintenance of confidential personnel files and personnel actions in accordance with audit requirements and TAT policies and procedures.
10. Communicates all necessary information or correspondence to appropriate HR team members and/or departments regarding employee dependent benefit enrollments, status changes, or termination of benefits, when applicable.
11. Coordinates with related departments as required answering questions and providing assistance.
12. Ensure that all working dates and personal information tabs have been entered for all active employees and keep up to date.
13. Assist with years of service pay by entering employee work history.
14. Establishes various reports and documents to provide current personnel information. Ex. Department employee lists, date of lists, inactive and active employee lists, etc. in a timely matter.
15. Ensure that all I-9's are complete and accurate and forwarded to the file clerk for appropriate binders.



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16. Assist in conducting UA's.
17. Assists in registering/capturing fingerprints and troubleshooting any issues that may arise regarding the use of the time clock.
18. Audits the accuracy of self-entered data to identify and correct any possible errors prior to payroll processing.
19. **Other duties as assigned.**

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

SUPERVISORY REQUIREMENTS:

The requirement for managing others does not exist.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Business office operations.
- Filing and administrative clerical operations.
- Maintaining confidentiality in daily operations.
- The MHA Nation policy and procedures of personnel administration.
- Operations of administrative programs.

Skills

- Display professionalism in appearance and manner.
- 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 high attention to detail and accuracy.
- Must be a team player.

Abilities to:

- Establish and maintain effective relationships with other management staff, employees, and the general public.
- Maintain accurate records, follow oral and written instructions, learn assigned tasks readily and to adhere to prescribed routines.
- Work efficiently and accurately in an atmosphere of frequent interruptions.
- Organize, manage time, and delegate tasks to subordinates.
- Manage multiple tasks simultaneously.
- Prioritize effectively.
- Adapt to changing priorities.
- Maintain strict confidentiality to sensitive matters
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MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma or equivalent. **REQUIRED**
- Plus, one (1) year office/clerical support experience. **PREFERRED**



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- More than two years of directly related work experience in a human resources or similar 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: _____