



The Three Affiliated Tribes **Job Description**

OFFICE ASSISTANT

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Office Manager DEPARTMENT: Department of Transportation SALARY: \$18.00/Hr to \$21.00/Hr CLASSIFICATION: Non-Exempt	FLSA STATUS: <i>FT-Regular</i> LOCATION: 305 4 th Avenue, New Town, ND OPENING DATE: CLOSING DATE:
--	--

POSITION SUMMARY: To handle inter-office duties with staff, clients and vendors. Serves as first point of contact in the office, refers clients to proper staff for assistance and responds to program service inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work with staff, clients and vendors for DOT program inquiries, issues or questions.
2. Assist clients with applications, decals, permits and payments.
3. Making Copies, answering phones and perform filing duties.
4. Answer incoming calls or emails, direct them to the appropriate staff or department.
5. Assist with processing online permits for overdimensional movements.
6. Assist with document routing, pick up at the Tribal Headquarters or Tribal Offices.
7. Ensures chain of command is followed.
8. Attend meetings, conferences and events as required by the department.
9. Attends training and maintains certifications as required by the Department.
10. Adheres to MHA Policy & Procedures as well as department policies/guidelines.
11. **And other duties as assigned.**

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

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

- **Analytical**-the individual synthesizes complex or diverse information.
- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Planning/Organizing**-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.



The Three Affiliated Tribes **Job Description**

OFFICE ASSISTANT

- **Safety and Security** -the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation policy and procedures of the personnel handbook.
- Knowledge of computer software-based systems and functions.
- Knowledge of the organization and operation of an administrative program.
- Knowledge of computer software-based systems including but not limited to: Word, Excel, PowerPoint, etc.

Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to apply and adapt practices and techniques to the special requirements of the program.
- Ability to establish and maintain effective relationships with other department staff, employees, and the general public.
- Ability to present facts and recommendations effectively in oral and written form.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED **REQUIRED**
- Associate degree in business management, business administration or related field; or 4 years general experience in the related field **PREFERRED**
- 2 years working with the DOT program or related program and training in computer software systems, policies and procedures **PREFERRED**.
- Valid Driver's License **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.
- Work is primarily performed in an office environment with adequate lighting and ventilation.
- Position involves sitting, walking, standing, or bending for extended periods of time.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- 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.
- 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.



The Three Affiliated Tribes **Job Description**

OFFICE ASSISTANT

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: _____