



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

ADMINISTRATIVE ASSISTANT

Position Description

Opens: November 18, 2021 Closes: December 2, 2021			
Department:	Human Resources	Reports to (title):	Human Resources Director
Job Code:	N-8	Job Location:	Bois Forte Tribal Government
Pay Range:	Negotiable	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full Time	Effective Date:	01/01/2017
		Revised Date:	01/01/2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Administrative Assistant serves as administrative support for management and staff to improve the overall operations, effectiveness and efficiency of the organization.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Maintain all files, including but not limited to, employee personal, interview, enrollment, and confidential files.
2. Call applicants to schedule interview times and prepare interview packets for all scheduled interviews.
3. Administer examinations to applicants and score the exam accordingly.
4. May conduct employee orientation.
5. Types or otherwise prepare variety of letters, memorandums, forms, and reports from hand written notes or verbal instructions, proofreading for accuracy.
6. Files correspondence, contracts, reports and other documents.
7. Dispose of records in accordance with the Records Retention Policy.
8. Will provide breaks to the front desk building personal at the Bois Forte Tribal Government.
9. General office duties such as filing, typing, photocopying, faxing, etc.
10. Schedules and coordinates administrative support activities.
11. Receives telephone calls and visitors, and coordinates responses. Schedules appointments with response for information concerning Bois Forte functions; assumes responsibility for ensuring that requests for action or information

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are made known to the delegated personnel who can satisfy the request; acts upon required actions and apprises others of the status, as appropriate.

12. Receives, reviews and distributes correspondence to the appropriate departments or managers for action and/or response.
13. Ensures timely action by securing and assembling reports or information, as requested or required by others.
14. Schedules, coordinates, and arranges meetings, including making reservations for meeting rooms, scheduling participants, and notifying staff; maintains meeting minutes and prepares agendas.
15. May be asked to monitor schedules and maintain the calendar of a member of the Management team.
16. Organizes and maintains files, records, manuals, policies and procedures, and other documents.
17. Utilizes types of software (spreadsheets, graphics, etc.) to process and produce documents, which require complex formats in support of the office functions.
18. Transmits and receives various information via electronic mail messages. Ensures proper clearance is obtained and prints hard copies and/or routes to appropriate employees.
19. Assists Management to meet objectives and obligations of the department necessary to maintain and improve the level or quality of service provided by the organization.
20. Handles incoming mail by documenting, date stamping, and distributing to the appropriate staff.
21. Performs other duties as assigned, specific to the assigned department.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Six months of experience in an office environment. |
| Education: | <ul style="list-style-type: none">• High school diploma or GED equivalent |
| License/Certification: | <ul style="list-style-type: none">• None |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Excellent communication skills, both verbal and written are required.• Excellent customer service skills.• Ability to multi- task.• Able to effectively communicate with the public, visitors, and other delegates.• Ability to type 40 wpm with 80% accuracy.• Incumbent may be required to work day, evening or holiday shifts.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment.• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- One year of experience in a professional office environment

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WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.
- Vaccine Requirement:** Bois Forte RTC adopted the COVID-19 Vaccine Requirement (Resolution No. 16-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. The RTC further applied the Vaccine Requirement to prospective employees (Resolution No. 26-2022). Therefore, as a condition of receiving an offer of employment, prospective employees of the Bois Forte Tribal Government and Band-owned businesses must either (1) present acceptable proof of receiving a single dose COVID-19 vaccine or the first dose of two dose COVID-19 vaccine to Human Resources Department or (2) be approved for a medical or religious exemption from the Vaccine Requirement. All prospective employees who present acceptable proof of the first dose of a two-dose COVID-19 vaccine to Human Resources and who subsequently accept an offer of employment must further present proof to Human Resources of their receiving their second dose of COVID-19 vaccine within 30 days of the date of receiving their first dose.

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Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.