

Santee Sioux Nation

**TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD**

**Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
Hobu Creek Dist. Rep.: Byron Tuttle
Howe Creek Dist. Rep.: Carrie Rouillard**



**425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219
Phone: (402) 857-2302
Fax: (402) 857-2367
Santee Dist. Rep.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry**

VACANCY ANNOUNCEMENT

Position: SSN I.T./Admin. Assistant to Tribal Council
Department: SSN Tribal Administration
Supervisor: SSN CEO/HRD (Tribal Council Secretary Oversight)
Classification: NON-EXEMPT
Status: FTE 40 HOURS PER WEEK, PERMANENT
Supervisory: No
Salary: \$15.00
Posted: 04/29/202-05/13/2025

GENERAL OVERVIEW:

Job Summary: The Administrative Assistant performs a wide variety of administrative tasks associated with maintaining and supporting the work performed with the organization, specifically the Tribal council. Such work includes functions necessary for the efficient management of the administrative Tribal Council. I.T. Duties, work closely with our I.T. Director on Tribal activities and projects, cover tribal activities for reports, newsletters, etc.

DUTIES AND RESPONSIBILITIES:

- Provides secretarial and administrative support for the Administrative Team within the Tribal Council.
- Review, sort and distribute incoming and outgoing correspondence.
- Compile information and organize data as requested by the Tribal Council.
- Independently compose, edit and distribute routine inquiry correspondence, letters, memorandums, reports and other documents as requested.
- Manages the appointment and meeting schedule for the Tribal Council
- Prepare agendas, schedule and coordinate internal meetings and special events as assigned.
- Independently research, provide background information and compile data on the subject matter of the meetings for the Tribal Council.
- Attend meetings, prepare/transcribing minutes and disseminate as directed.
- Establish and maintain a filing system for correspondence, administrative reports, grants, contracts and other administrative documents.
- Provide clerical support in the areas of invoice and voucher preparation for purchases and travel planning.
- Perform other job-related duties as assigned.

Key Skills & Attributes

- Ability to prioritize competing tasks efficiently and meet deadlines.
- Cultural sensitivity to and experience with Dakota culture, values, language and lifestyles. Practice cultural humility in work with tribal people, families and communities
- Dependable and punctual.
- Excellent time management skills.
- Highly organized and detail oriented.
- Respect for confidentiality and adherence to proper protocols for handling sensitive information
- Strong interpersonal skills and the ability to build relationships.
- Must be willing to travel for training.

Standard of Performance:

- Attend mandated training and obtain required certifications
 - Perform high quality work
 - Show initiative and dependability on the job
 - Maintain client confidentiality
1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation, Complete an Initial Drug Test
 2. Have a Valid Driver License

Program Specific Qualifications Required: (KSA) (PREFERRED QUALIFICATIONS)**(Education and/or Experience)**

- Understanding of State/Federal Labor Laws and the Laws of the Santee Sioux Nation
- Experience in an Administrative role.
- Associate degree, or other experience: OR High school graduate with a minimum of 3-5 years of experience working in other appropriate organization is required.
- Knowledge and skills sufficient to accomplish tasks following specific procedures, practices, and priorities.
- Ability to provide technical direction and coordination in the area of information dissemination and record management.
- Ability to communicate orally and in writing including the ability to operate Microsoft Office Suites and other software programs.

Basic SSN Qualifications:

- Dedication to the goals of the Santee Sioux Nation
- Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly “preferred”, but “not required.”
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.

- Competency in Microsoft Word, Excel and PowerPoint.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Subject to Motor Vehicle and Criminal Background checks.

SSN Benefit Package:

- **Weekly PTO Accrual, “beginning” at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**
- **Qualifying Retention Bonus’s**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

EMPLOYMENT CONDITIONS: The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening and a successful evaluation. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, “Indian Preference” Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN’S PREFERENCE: Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, “Veteran’s Preference” Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of extensive background checks- personnel are required to submit to initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.
2. Retain a valid driver’s license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver’s license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.
3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.**

APPLICATION PROCEDURES:

***2 forms of identification**

***Current working contact number**

***Completed application (partially completed not accepted)**

***Release of Information form completed**

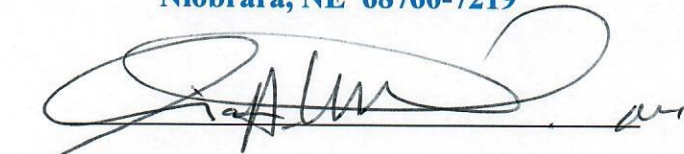
Submit applications and resumes to the following address:

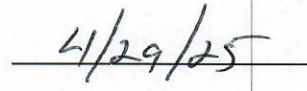
Santee Sioux Nation, Office of Human Resources

Attention: Sidney A. Tuttle, Sr., HRD

425 Frazier Ave. N. Suite 2

Niobrara, NE 68760-7219


APPROVED


DATE