Skokomish Indian Tribe
Tribal Center (360) 426-4232
N. 80 Tribal Center Road FAX (360) 877-5943 Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

TEMPORARY WEX ELIGIBLE POSITION

POSITION TITLE: **ADMINISTRATIVE ASSISTANT TRAINEE**

SUPERVISOR: **HOUSING MANAGER**

OPEN: **OPEN UNTIL FILLED**

SALARY: **$20.00 HOURLY 1 FTE**

REPRESENTATIVE DUTIES INCLUDE: The Administrative Assistant Trainee serves as the secondary point of contact for intake, eligibility determination, and initial processing of applications and service requests for all Skokomish Housing Department programs funded under the Native American Housing Assistance and Self-Determination Act (NAHASDA), Indian Housing Block Grant (IHBG), and other HUD and non-HUD grant funding sources. The position is intended to learn and provide assistance to the Skokomish Community in the absence of an Administrative Assistant through on-the-job training and providing excellent customer service to tribal members and applicants.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED, some college preferred.
2. WEX Eligible.
3. Must be willing to learn and understand applications of regulations, contracts, policies, and procedures as they relate to the Housing Programs.
4. Computer skills in MS Word, MS Excel, and internet browsing.
5. Assists in answering the phone and directing callers, or relaying messages, to the proper person.
6. Must understand the need for confidentiality and demonstrate the same.
7. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
8. Must be able to work in a team environment.
9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: **Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.
Reviewed and approved CEO Initial: ____ Date: _____