

**LOWER BRULE SIOUX TRIBE  
DEPARTMENT OF ROADS  
JOB ANNOUNCEMENT**

**JOB TITLE:** Administrative Assistant (Part-time, NTE 20 hrs/wk)

**JOB CLASS:** Level VI

**JOB SUMMARY:** Under the direct supervision of the Roads Manager and subject to his review. Carries out standard tasks of position and takes full responsibility for the effectiveness and efficiency of the work performed, which is necessary for the accomplishments of the goals of the Department of Roads.

**ILLUSTRATIVE DUTIES:**

- Screen and direct telephone calls to appropriate staff.
- Maintain a filing system and direction of all information on file, related to employees.
- Maintain inventory for equipment and office supplies.
- Submit requisition/order for supplies through the purchasing department.
- Prepare and submit reports, as necessary.
- Process all correspondence, reports, memorandums, timesheets, requisitions, purchase orders, travel requests, and equipment inventory at the direction of the Roads Manager.
- Encode Roads documents, reports and data into computer, and establish files for such data.
- Maintain a complete record on all staff, including pay rates, trainings, travel, evaluations, adverse actions, etc .
- Prepare and insure that necessary paperwork on all new hires, is completed and submitted to the Human Resources Department in a timely manner.
- Perform other related duties as assigned by supervisor.

**QUALIFICATIONS REQUIREMENTS (Knowledge, Skills & Abilities):**

- Must possess general knowledge such as demonstrated by completion of an Associates degree in related field, and a successful completion of two years of post secondary education in training, or the equivalent of five years or more of job related experience.
- Must possess substantial knowledge in the secretarial field and an understanding of the goals and objectives of the program.
- Must possess the ability to work under pressure and adjust to times of stress and routine.
- Must maintain a high level of trust and confidentiality.
- Must possess the ability to get along with co-workers.
- Must possess the ability to be courteous and welcoming to all employees, clients and/or customers.
- Must possess computer skills to accomplish work duties.
- Must possess high level of people skills.
- Must pass a background check and drug test, prior to hire.

**TO APPLY**, submit LBST application to:

**LBST-Human Resources Department  
187 Oyate Circle  
Lower Brule, SD 57548**

**OPEN DATE: 03/01/2024**

**CLOSE DATE: 03/15/2023  
@ 4:30 PM**

**\*\*REMINDER\*\***

Tribal Point System is in effect, so please attach/submit copies of all required, pertinent data to your application i.e. high school diploma or GED equivalency certificate, college transcripts (if applicable), training certificates, etc, driver's license, and DD-214, if claiming veterans preference. You will receive credit only for what you provide. Failure to submit required documents, may result in non-consideration for this appointment.