

CHEYENNE RIVER SIOUX TRIBE
HUMAN RESOURCES OFFICE
HUMAN RESOURCES ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties: Responsible for the administrative support of day to day Human Resources operations.

Supervision Received: Works under the immediate supervision of the Human Resources Director.

Supervision Exercised: Supervises Human Resources staff as directed in the absence of the Human Resources Director.

EXAMPLE OF DUTIES: (Duties may include but are not limited to the following.)

Assists in carrying out various Human Resources program and procedures for all employees.

Administers pre-employment tests; conducts reference checks and background checks in the absence of the Human Resources Background Investigator.

Will work with various advertising companies/agencies to advertise specific positions throughout the United States as directed by the Human Resources Director.

Maintains Human Resources Information System records and compiles reports from database as needed. Maintain computer employee data information.

Helps in maintenance of organization charts and employee directory. Assists in preparing, updating and posting current job openings.

Assist employees and public with personnel information and interpretation of Personnel Policies & Procedures, assist with new employee orientation.

Verifies employment status as necessary.

In absence of Human Resources Director serves as a non-voting secretary to the Personnel Policy Board and keeps minutes of Board meetings and maintains records thereof including transcribing minutes.

In the absence of the Human Resources Director, presides over the Personnel Hiring Board and votes in case of a tie.

Reviews and prepares finance vouchers, travel authorizations and purchase orders for payments using moderate independence of judgment as to accuracy and completeness, makes corrections as necessary and notifies supervisor of discrepancies.

Types a variety of correspondence, reports and other related items, compose a variety of correspondence to vendors or departments requesting additional information or calls local vendors or departments to resolve discrepancies as necessary.

Prepares and submits Human Resources fiscal year budget to Human Resources Director for review.

Maintains files on all fully and partially paid bills, maintains records of financial transactions.

Will be responsible for orientating and instructing newly hired Human Resources personnel in the performance of their duties.

Schedules appointments, makes reservations, arrange/ notifies individuals for conference and meetings as necessary.

Receives telephone calls and office visitors and handles routine questions or matters of a less technical nature and directs others to the appropriate staff members.

Operates a variety of office and accounting equipment.

Enters accounting data into computer ledgers, cuff accounts and make adjustments to accounts as necessary.

May be required to attend meetings as delegated by the Human Resources Director.

Keep telephone and fax logs on all long distance calls and faxes and prepare for payment in a timely manner.

Update Human Resources forms as delegated by the Human Resources Director.

Will assist with routing paperwork as needed.

Will be responsible for the order and for the acquisition of Program office supplies.

Other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Considerable knowledge of modern office practices and procedures. Considerable knowledge of grammar, spelling and punctuation. Must be computer literate. Must be very proficient with all Microsoft Office programs. Skill in the operation of typewriter, calculator, fax machine and a copier. Ability to operate a computer and peripheral equipment such as a scanner. Ability to make simple mathematical computations and follow written and verbal instructions. Ability to communicate effectively verbally and in writing and to establish and maintain working relationships with employees, other agencies, departments and the public. Ability to keep all Human Resources matters confidential.

Education: High school diploma or GED equivalent.

Experience: Four years experience in the Human Resources field. Must have a minimum of four years working experience with all Microsoft Office programs (Excel, Word, Outlook, PowerPoint).

Special Requirements: Must be able to maintain strict confidentiality.

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks (will be subject to submit and pass these checks every five (5) years).

Revised Date: 09.12.2016