

CHEYENNE RIVER SIOUX TRIBE
HUMAN RESOURCES OFFICE
SECRETARY

DESCRIPTION OF DUTIES

General Statement of Duties: Provides administrative support of day to day Human Resources operations by performing secretarial and clerical work required some exercise of independent judgment.

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

Supervision Exercised: None.

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

Reviews and independently processes the clerical portion of all incoming requests for Personnel action and supporting documents (justifications, etc.) that are of a routine nature. This includes assuring all prior approvals are obtained, referencing appropriate sources to assure that title, organizational location and position status (permanent, temporary, part-time, etc.) agree with Human Resources records and if not, makes necessary corrections. Contacts appropriate department personnel regarding discrepancies, omissions, errors, etc., and provides assistance in making necessary corrections.

Types and/or composes letters, reports and other correspondence from rough drafts.

Compiles and maintains job listing files, application files, application log, active and inactive employee files, Personnel Hiring Board, Personnel Policy Board and Employee Assistance Program files and 'other' miscellaneous records and files.

Makes travel arrangements for office staff as necessary.

Maintains and completes time sheets for office staff.

Receives a variety of telephone and personal callers, handles all questions and directs others to the appropriate staff members or outside office.

Verifies employment status when necessary.

Responsible for employment application intake.

Assists with new employee orientation.

Maintains a probation status log and employee action log.

Assembles data for various reports and documents to provide current personnel information.

Assists in preparing, updating and posting current job openings.

Enters and maintains computer employee data information.

Records and routes all correspondence.

Transcribes Personnel Hiring Board and Policy Board meeting minutes.

Other 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. Basic computer knowledge. 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 effective working relationships with employees, other agencies, departments and the public. Ability to keep all personnel matters and all other matters pertaining to the administration of Human Resources confidential.

Education: High school diploma or GED equivalent.

Experience: Two (2) years secretarial experience required, preferably in Human Resources related field. Experience in working with computers required. Must have experience working with all Microsoft Office programs (Excel, Word, Outlook, PowerPoint).

Special Requirements: Must type 40 words per minute without errors (will be tested to qualify). 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: 11/4/16