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| Employee Job Description | | |
| Position Title: Administrative Assistant (Reintegration) | | |
| Position ID # | | |
| Facility: Maple Plain Community Center | | |
| Job Family: Judicial | Comp Grade: Starting \$14.75 (G-1) | Status: FT-32 hr |

St. Croix Chippewa Indians Of Wisconsin Leadership will strive to uphold the mission, vision, and values Of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The Administrative Assistant shall work closely with the Director by providing functional tasks which promote the quality of the program operation.

Essential Functions:

The Administrative Assistant shall be punctual and maintain an excellent attendance schedule. They shall exhibit people skills both on the phone and in person. In any written work or scheduling, the Administrative Assistant shall maintain an attention to detail.

Administrative Assistant Job Duties:

- Answer phones and greet visitors
- Schedule appointments and maintain a program calendar
- Schedule and Coordinate staff and other meetings
- Prepare communication such as memos, emails, invoices, reports and other correspondence
- Create and maintain file system both electronic and physical
- Assist in organizing and gathering data for grant purposes
- Other duties as assigned by Supervisor

- Supervisory Responsibilities: Keep track of hours for program participants and report to hours to court; probation officer

Directly Reporting to: SCT-ORP PROGRAM DIRECTOR

Matrix of INDIRECT Reporting: St. Croix Tribal ORP Program Supervisor

Scope and Complexity:

Interacts With all levels of management and employees; trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of program operations and practices.

Physical Demands/Environment Factors: Typical Office Environment

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 10 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications:

- High School level plus proficiency in verbal and written communication
- Requires basic to intermediate level computer skills
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Must have a commitment to timeliness and attention to detail

Preferred Qualifications:

- HS Diploma/HSED; Post Secondary Education a plus but not required
- Prior work history in similar human service work
- Drivers license and personal vehicle

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

| EEPID | Employee Printed Name | Employee Signature | Date |
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| Supervisor Printed Name | Supervisor Signature | Date |
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.