



<b>Employee Job Description</b>	
<b>Position Title: HR Administrative Assistant I</b>	
<b>Position ID #</b>	
<b>Facility: St. Croix Tribal Government Center</b>	
<b>Comp Grade: G-2 (starting \$15.05)</b>	<b>Status: PT (25 Weekly)</b>

### **Position Summary:**

This position provides administrative support to both the Human Resources and Benefits staff members. Position provides immediate assistance to clientele and Tribal Government staff.

### **Essential Functions:**

1. Prepare notices of available positions;
2. Contact publications/advertisement for positions;
3. Coordinates openings and applicants for hiring managers;
4. Organize applicant pool;
5. Follow up with applicants;
6. Assist hiring managers with HR process;
7. Coordinating filing of paperwork or electronic information into personnel records;
8. Prepare official documents;
9. Maintain communication and collaboration with departments;
10. Cross training to assist with coworker's duties;
11. Perform all other duties or instructions as requested by Benefits/HR Directors.

### **Human Resources Specialist Job Duties:**

- Answer phones;
- Greet clients;
- Assist Human Resources Specialist with duties;
- Assist with recruitment, selection, promotions, transfers;
- Receive and assist employees nominated for referral;
- Enter new employees' and/or employee changes into payroll system;
- Organize and file all paperwork associated with HR;

- Any other duties assigned by HR/Benefits Directors or Tribal Council.

### **Directly Reporting to:**

Human Resource Director

### **Matrix of INDIRECT Reporting**

St. Croix Tribal Council

### **Scope and Complexity:**

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

### **Physical Demands/Environment Factors:**

OE-Typical Office Environment for an office employee.

- Requires extensive sitting with periodic standing and walking.
- Requires significant use of personal computer, phone and general office equipment.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- Must be able to complete tasks in a noisy environment.
- Must be able to adhere to process protocols.
- Must be able to apply established processes in a timely and efficient manner.
- May require off-site travel.

### **Minimum Qualifications**

- High School diploma with two-years relative experience.
- Requires understanding confidentiality and privacy policies.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires intermediate level computer skills and ability to access information in meaningful ways.
- 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.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

**Preferred Qualifications:**

- Associates Degree in related field with relative experience.

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

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Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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