



# Administrative Assistant I\*

## Haliwa-Saponi Indian Tribe

### Job Announcement 2401-1022

**Description:** Under the direction of the Tribal Administrator, the person selected for this position will perform a wide range of administrative and office duties to include written responses, preparing documents, reports, drafts, memos and emails. Support will be provided to the Tribal Council to include being recording secretary. Attendance at all scheduled, called and internal meetings will be required; this position will require commitment to evening meeting hours. Must be very organized and have ability to create accurate minutes of the Tribal Council for approval to officially document meeting proceedings. Must be able to maintain electronic and hard copies of files for quick retrieval as needed.

**Requirements:** Associate degree or two years of college in a related field and some related experience or equivalent combination of education and related experience. \*This position is funded by the American Indian Workforce Innovation & Opportunity Act (WIOA) and requires the candidate to be a documented tribal member.

**Compensation:** The hourly range for this position will be \$10.00 to \$12.00 depending on qualifications. This position may work up to 1,000 hours annually.

#### Application

**Requirements:** Please provide a clear copy of your resume along with a cover letter explaining your related experience and education as it relates to this position. Your cover letter, resume and any supplemental materials must be received by 5:00 p.m. on/before the "Apply by" date; postmarks will not be accepted. We will be unable to consider incomplete submissions for these positions. A criminal background check will be required prior to hiring.

**Apply by:** Tuesday, October 8, 2024 (extended)

**Apply to:** Human Resources Coordinator  
Haliwa-Saponi Indian Tribe HR  
39021 Hwy 561  
Post Office Box 99  
Hollister, NC 27844  
Fax: (252) 586-4017

The Haliwa-Saponi Indian Tribe is a drug-free workplace. In compliance with the Immigration Reform & Control Act of 1986, the Tribe will employ only those who are U.S citizens or legal aliens authorized to maintain employment in the United States. Enrolled tribal members are encouraged to apply.