



Assistant to the Tribal Administrator/Recording Clerk

Haliwa-Saponi Indian Tribe Job Announcement

Description: The person selected for this position will perform a wide range of administrative day-to-day duties to the Tribal Administrator and recorder for the Tribal Council. Duties include: preparing written responses, documents, reports, drafts, memos & emails; maintaining office records, files & databases; maintaining electronic & hard copies of official documents; and assisting visitors in a respectful & culturally appropriate manner.

Requirements: Any combination of education and experience equivalent to a High School Diploma and three (3) years of administrative or clerical experience OR an Associate's degree and one (1) year of administrative or clerical experience. Must possess a driver's license valid in the state of North Carolina. Must have strong organizational & time management skills; proficiency in Microsoft Office & general office equipment; excellent verbal & written communication skills; ability to handle confidential information; strong attention to detail and problem-solving skills; ability to work independently & as part of a team; and have cultural sensitivity & respect for Tribal tradition and governance.

Compensation: The hourly hiring range for this position will be \$15.60 to \$22.04 (Annually: \$32,440 to \$45,838 annually). The tribe also provides a comprehensive employee benefits package.

Application

Requirements: An official completed Haliwa-Saponi Indian Tribe application and any supporting documents (transcripts, certifications, awards, etc.) are required to fully evaluate qualifications for this position. The completed application and supplemental materials must be received by 5:00 p.m. on/before the "apply by" date; postmarks will not be accepted. All portions of the application must be completed as they relate to your background for this position. Applications may not refer to a resume or other enclosed document (i.e. "see resume" or "see attached"), nor will these items be accepted in lieu of a completed application. We will be unable to consider incomplete applications for this position. A criminal background check will be required prior to hiring.

Apply by: **Friday, October 16, 2026**

Apply to: Human Resources Coordinator
Haliwa-Saponi Indian Tribe
Post Office Box 99
Hollister, NC 27844
(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. Tribal members are encouraged to apply; however, we are an equal opportunity employer, so all are welcome to apply.