

# **Sisseton Wahpeton Oyate**

## **Job Description**

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**Job Title:** SWO SORO Administrative Assistant

**Supervision:** Under the supervision of the SWO SORO Director

**Less Than Full Time Employment:**

32 hours per week, schedule to be determined by SORO Director with approval from the assigned Tribal Executive and based upon on the needs and requirements of the SORO.

**General Description:**

It is the duty of the Administrative Assistant to assist the Director and the Compliance Monitoring Specialist on day to day operations of the Sex Offender Registry Office. The person selected for this position must be able to represent the SWO Sex Offender Registry Office in a professional and courteous manner.

**ESSENTIAL FUNCTIONS:**

1. Ability to work in an environment which deals with high risk sex offenders; and
2. Assists in day to day operations of the SWO Sex Offender Registry Office.
3. Provide general administrative support such as preparing correspondence forms and reports, composing regular correspondence, process confidential reports and documents, updating and completing all personnel files.
4. Maintain computer and manual filing systems, including but not limited to Sex Offender files.
5. Protect the security of information, data and files.
6. Responding to and putting through various queries from managers and employees, and from other departments.
7. Ensure proper approvals on forms.
8. Interacting with and supplying information to employees, department heads and job applicants in a courteous and helpful manner.
9. Maintain a financial budget, cuff account, monitor financial reports and ledgers on a monthly basis.
10. Enter and pay bills and other supply requests on Workplace and other financial duties as needed.
11. Participate in any Financial Management Training as required by the SMART Grant.
12. Maintain supplies inventory by checking stock to determine inventory level, ordering needed supplies, placing and expediting orders of supplies and verifying receipt of supplies.

13. Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
14. Ability to create brochures and posters on Publisher.
15. Other duties assigned by the Director of the SWO Sex Offender Registry Office.

#### **QUALIFICATIONS:**

1. Computer knowledgeable with Word, Excel and Publisher.
2. Ability to communicate clearly and diplomatically with the public and co-workers

#### **EDUCATION AND/OR EXPERIENCE:**

1. High School Diploma/G.E.D. required
2. AA Degree and/or 2 years' experience in related field
3. Proficiency in both typing and computer word-processing
4. Ability to systematically organize and maintain filing system.
5. Ability to maintain financial records.
6. Ability to write routine reports and correspondence.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### **Considerable knowledge of:**

- General office management practices and procedures of the Sisseton-Wahpeton Oyate;
- Computer operation and programs unique to monitoring sex offender requirements;
- Various computer applications including word processing, data entry, and spreadsheets;
- Ability to work with sensitive documents and maintain confidentiality;

##### **Skill in:**

- writing skills, verbal communication, and research skills.

##### **Ability to:**

- Maintain cooperative relationships with those contacted in the course of work activities; distill relevant and useful elements from vast amounts of information.

##### **Job Requirements:**

1. Pre-employment background check and drug-use screening test is required.
2. Must sign a Confidentiality Statement upon hire and adhere to policy.
3. Must have a valid State driver's license including obtaining a tribal driver's license.
4. Must be able participate in on-line or in person training which may include travel.

Approved \_\_\_\_\_

Date

5-27-21