



Kootenai Tribe of Idaho

P.O. Box 1269

Bonnors Ferry, ID 83805

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JOB ANNOUNCEMENT

Office Assistant – Twin Rivers Sturgeon and Burbot Hatchery

Opening Date: Wednesday February 28th, 2018
Closing Date: Wednesday March 14th, 2018 at 4:00 p.m.
Starting Wage: \$10.00/hr. with increase after completion of 90 day probationary period.

Position Description:

The Office Assistant is responsible for clerical and administrative assistance at the Tribal Twin Rivers Sturgeon and Burbot Hatchery within the Kootenai Tribe's Fish and Wildlife Department. Duties include addressing and routing correspondence in support of managers and staff, maintaining records for Twin Rivers Hatchery and aquaculture program, assisting Fish and Wildlife Department administrative assistant with aquaculture program related duties and coordination between offices, assistance with timesheets, travel requests and other paperwork, assistance with meeting preparation, and keeping office organized.

Requirements:

- High School Diploma or GED
- Valid Driver's license and ability to be insured under Tribe's policy
- Ability to work 40 hours per week
- Ability to pass drug and alcohol testing
- Completion of required training courses as needed
- Ability to work well with others
- Proficiency in using Microsoft Word and Excel spreadsheets
- Good knowledge of: office support functions including word processing, filing, composing a variety of business documents, reception, gathering and compiling data, and balancing and coordinating a workload for multiple projects.

Job Announcement and Applications can be picked up and returned at the Tribal Office or via email:

clara@kootenai.org

NATIVE AMERICAN PREFERENCE WILL BE EXERCISED