

Family Services Administrative Assistant

The Seneca Cayuga Nation is accepting applications for a Family Services Administrative Assistant. In compliance with the Seneca Cayuga Nation Tribal Government Office Employees Personnel Policy, this notice shall serve as a concurrent advertisement for those applicants in house requesting consideration to upgrade to this position according to the Nation's Career Development Program and also solicitation is being made from outside the Nation. This position will greet the clients, answer the phones and announce all visitors. Will also answer appropriate questions, make referrals to appropriate departments and services, take messages as well as accept applications for assistance and will assist clients with their questions and completion of applications. Application processing and preparing payment requests as directed. Will assist program staff with special events and other services in the support of the family services programs. Responsibility includes scanning, filing, sorting and accurately indexing images to appropriate files and other clerical tasks associated with programmatic functions. Detail orientated with a minimum of a GED or High School Diploma. Work experience with social services, federal programs and awards is strongly preferred. Must have excellent interpersonal and communication skills as well as demonstrated ability to manage multiple priorities in a busy professional work environment, possess strong organizational and computer skills and knowledge of document creation software. Must be able to pass drug screening and background check. Apply with Human Resources at cbrown@sctribe.com. Nation/Indian preference will be observed in the filling of this position. Posted Until Filled.

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