

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** Detention Center Administrative Assistant

**DUTIES:**

To assist the Detention Administrator in processing necessary paperwork for the efficient operation and to keep accounting of daily expenditures of the Sisseton-Wahpeton Detention Center.

**MAJOR DUTIES:**

- Performs the full range of procedural work for the Sisseton Wahpeton Detention Center. Typical are the following, or other similar duties.
  1. Maintains all records, files, and/or other records related to the work of the Sisseton Wahpeton Detention Center. Sets up and maintains logs showing the status of actions and correspondence. Compiles, collects and/or tracks statistics for monthly, quarterly, and annually statistical reports for the Bureau of Indian Affairs and the Tribe.
  2. Make sure employees' times are entered correctly for payroll.
  3. Responds to routine and non-technical requests for information such as status of reports and incoming correspondence.
  4. Makes necessary arrangements for travel, arranging schedules of visits, making reservations, notifying organizations and officials. Submitting travel vouchers and reports.
  5. Enters bills into the payment system of the Tribe.
  6. Requisitions office supplies, equipment, and publications.
  7. Assist the Detention Administrator with budgeting, monitoring of all Grants and all funding the Law Enforcement receives.
- Uses office automation software to produce a variety of documents. Uses database and spreadsheet software to enter, revise, sort, calculate, and retrieve data for reports. Uses work processing software and printing equipment to create, copy, edit, make insertions or deletions, move material from documents, narrative and tabular material, such as memoranda, correspondence and reports from rough draft or revised typed draft.
- At times, may have to answer phones and other assigned duties.

**KNOWLEDGE REQUIRED:**

- General knowledge for the Sisseton Wahpeton Detention Center procedures and operations.

- Knowledge of the Sisseton Wahpeton Detention Center Code of Conduct.
- Knowledge of the Sisseton Wahpeton Detention Center functions and procedures to perform such duties as distribute and control mail, refer telephone calls and visitors, and provide general, non-technical information.
- Knowledge of correspondence procedures sufficient to screen material prior to distribution for suspense dates, and to establish controls to ensure that deadlines are met.
- Knowledge of correspondence requirements to check for proper grammar, spelling, and punctuation and to review documents for conformance with formats and procedural requirements.
- Knowledge of Sisseton Wahpeton Detention Center procedures, filing systems and various references and handbooks commonly used by the staff in order to classify, search for and dispose of materials.
- Knowledge of substantive programs of the Sisseton Wahpeton Detention Center as they relate to the clerical and administrative functions of the office sufficient to screen requests for information, personally provide authorized information from files and records or advice on established procedures, assemble information for use in reports, follow up on commitments made, and refer non-technical requests to the appropriate staff member.
- Knowledge of the duties, policies, commitments, and goals of the supervisor(s) to review mail and determine which items should be brought to the attention of the supervisor(s) and which should be sent directly to other appropriate personnel for action.
- Knowledge of work unit functions and coordination requirements to ensure proper format, mathematical correctness, and correct grammatical content of correspondence, and to ascertain that all necessary coordination of facts has been completed and that correspondence is in accordance with established policy.
- Knowledge of the duties of the staff and the program of the office to perform non-routine assignments such as locating and summarizing information from files and documents when this requires recognizing which information is or is not relevant to the problem at hand.
- Knowledge of processing procedures and function keys required to execute several basic office automation functions such as storing and retrieving electronic documents or files, activating a printer, inserting and deleting text, printing standardized paragraphs from a glossary, producing letters and memoranda in much the same way as they would be typed on standard typewriter, entering data into a predefined spreadsheet or database, retrieving data from specified electronic records, and transmitting and receiving electronic mail.
- Knowledge of spelling, punctuation, required formats and syntax sufficient to identify and correct grammatical errors and type material in final form. A qualified typist is required.

- Skill in operating an electronic typewriter, word processor, microcomputer, or computer terminal, using a standard typewriter style keyboard with additional function keys to produce work accurately and efficiently. Also, skill in operating related equipment, such as printers and modems, as required.

#### **FACTORY II SUPERVISORY CONTROL:**

- The Detention Center Law Enforcement Assistant functions under the immediate supervision of the Detention Center Administrator. The Supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The Supervisor provides additional, specific instructions, for new, difficult, or unusual assignments including suggested work methods or advice on source material available.
- The employee uses initiative in carrying out recurring assignments independently without specific instruction, but, refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.
- The supervisor assured that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

#### **FACTOR III GUIDELINES:**

- Guidelines applicable to the Detention Center Law Enforcement Assistant work include dictionaries, style manuals, the Bureau correspondence manual, BIA manuals and directives, Tribal laws, Federal Court procedures, State and Federal Statutes applicable to the reservation, instructions governing time and leave, correspondence and handling of classified information, operating procedure of the activity, and operating policies of the supervisor and the immediate work unit.

#### **FACTOR IV COMPLEXITY:**

- The work consists of duties that involve related steps, processes, and methods. Included are a full range of procedural duties in support of the office, such as requisitioning supplies, printing or maintenance services, filling out various travel forms for staff members, arranging for meeting rooms, and preparing scheduled reports from information readily available in the files.
- Decisions regarding what needs to be done involve various choices requiring the employee to recognize the existence of and differences among clearly recognizable situations. For example, the employee must recognize proper correspondence formats,

the need for certain routing arrangements (e.g.; "via" or "copy"). And comparable established requirements.

**FACTOR V SCOPE AND EFFECT:**

- The purpose of the work is to perform clerical support work for the Sisseton Wahpeton Detention Center. The work affects accuracy, reliability, or the acceptability of further processes or services.

**FACTOR VI PERSONAL CONTACTS:**

- The personal contacts include employees outside the immediate organization; the general public, co-workers of the Law Enforcement Service/Detention Center and related units of the Law Enforcement. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the Bureau such as the Central Office. Other areas, or agencies or other operating offices in nearby activities. In many cases, the exact purpose of the contact may be unclear.

**FACTOR VII PURPOSE OF CONTACTS:**

- The purpose of the contacts is to plan, coordinate, or advise on work efforts or resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals.

**FACTOR VII PHYSICAL DEMANDS:**

- The work is normally sedentary, but includes some walking, standing, bending, and carrying of light items such as paper and books. No special physical demands are required to perform the work.

**FACTOR IX WORK ENVIRONMENT:**

- The work is performed in an office setting. The work area is adequately lighted, heated, and ventilated.

**EXPLANATORY STATEMENTS:**

- The Detention Center Law Enforcement Assistant is required to operate a Government owned or leased motor vehicle. Must have a valid State Driver's License with a good driver's history.
- Must be able to be insured by the Tribe's Vehicle Insurance Company.
- Must be able to pass a background and adjudication process and drug test.

Approved  Date 6-13-25