

Sisseton-Wahpeton Oyate

Job Description

Job Title: Fish & Wildlife Department Secretary

Reports to: Fish & Wildlife Manager

Duration: Fulltime

Summary:

The position is located in the SWO Fish & Wildlife Department and will be under the direct supervision of the SWO Fish & Wildlife Manager. The secretary is responsible for providing a wide range of office management and support to the department including answering phone lines, scheduling/managing calendar, making/confirming meeting arrangements and processing hunting and fishing licenses.

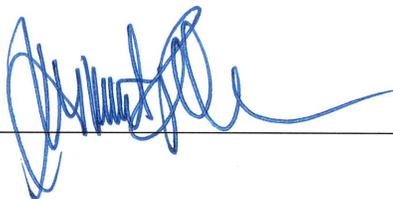
Duties and Responsibilities:

- Answer phone lines, handle client calls, take messages and direct calls to the appropriate person and differentiate between urgent and less important calls
- Assists in establishing and organizing the office administrative and property inventory files and /or any other files that relates to the work within the programs of the Fish & Wildlife Department.
- Provides general administrative support such as preparing correspondence, forms, reports, composing regular correspondence, process confidential reports and documents.
- Assists in the processing and issuance of Tribal hunting and fishing licenses.

Qualification Requirements:

- Must have office or administrative work experience.
- Must have customer service skills. (Professional, patient and courteous)
- Must have a valid driver's license or the ability to obtain one.

Approved by _____



Date _____

11-4-24