

Education Assistant-Temporary #2020-25 (STROUD) clerical support to the Nation's Education Department administering the functions of the Department. Performs general clerical duties of the department. Greets visitors, ascertains nature of business and conducts pre-check in for all visitors. Answers telephone and gives information to callers or routes call to appropriate person. Sorts incoming mail for distribution. Good telephone voice and ability to interact with the public and Tribal Staff in a positive, professional matter. Considerable skill in following oral and written instructions. High School graduate or completion of equivalency program. A minimum of one (1) year of experience with an emphasis in Business, Typing, and/or Bookkeeping. Equivalent combination of Education and Experience.