

**Ponca Tribe of Nebraska  
Vacancy Announcement  
(Closing Date is 8/13/10)**

**Position Title:** Human Resource Specialist  
**Location:** Lincoln, NE  
**Salary:** Grade 4 (\$12.16 - \$17.51)  
**Department:** Human Resource  
**Supervisor:** Human Resource Director  
**FLSA Status:** Non-exempt  
**Classification:** Full time

**Summary:**

This individual will be responsible for the daily administrative functions and office management associated with assisting the Human Resource Management Director and the Benefits & Risk Manager.

**Responsibilities and Duties:**

1. Assists in carrying out various HR policies, programs, goals, and objectives.
2. Maintains strict confidentiality.
3. Partners with employees and management to communicate various HR policies, procedures, laws, and regulations.
4. Assists with posting vacancy announcements.
5. Assists with preparing interview questions.
6. Coordinates and conducts pre-employment tests and checks.
7. Assists in preparing new hire orientation documents, including benefits forms.
8. Verifies new hire paperwork is completed correctly and distributes where necessary.
9. Prepares and maintains employee files.
10. Performs customer service functions by helping answer employee requests and questions.
11. Conducts benefits administration to include claims resolution, enrollments, change reporting, and verification of invoices for payment.
12. Assists in administration of compensation program; helps prepare performance evaluation and personnel action forms.
13. Assists with training and career development efforts; maintaining a training library.
14. Helps maintain and coordinate employee recognition programs.
15. Updates HR databases with employee change requests, compiles reports, and processes paperwork.
16. Assists the HRM Director and Risk & Benefits Manager in the clerical and secretarial functions; schedules meetings; prepares correspondences; maintains organization charts and employee directory; filing, etc.
17. Assists in exit interview process.

18. Answers the telephones, as needed.
19. Submits monthly report and others, as needed.
20. Other duties as assigned.

**Relationships and Authority:**

This position has no supervisory responsibilities.

**Working Environment and Physical Demands:**

Professional office environment.

**Qualifications:**

**Minimum:**

HS diploma or GED.

One year of administrative assistant or clerical experience.

One year experience working with Native Americans or Native American organizations.

Computer proficiency with Word, Excel, PowerPoint, Access &/or SQL database programs and internet browser applications.

Must possess excellent written and oral communication skills.

Must have a valid driver's license and be insurable.

Must be able to read, write and understand English.

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.

Able and willing to travel.

**Preferred:**

Bachelor degree in human resource management or related field.

One or more years experience in human resource or related field.

Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act.

**Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.**

**The Ponca Tribe of Nebraska is an at-will employer.**

**Tribal Council Approval: 07/24/10**

*\*This posting is currently open to internal applicants only. Current Ponca Tribe of Nebraska Employees and Ponca Tribe of Nebraska Members are the only people eligible to apply at this time. Preference will be given to enrolled members of the Ponca Tribe of Nebraska.*

APPLICATION INSTRUCTIONS

Current Ponca Tribe of Nebraska Employees: Submit an Employee Job Interest Form and completed Tribal Application to the Human Resource Management Department by the closing date listed. Resumes are encouraged, but not required to be submitted as supplemental information.

Ponca Tribe of Nebraska Members (not currently employed by the PTN): Submit a completed PTN Job Application form and a photocopy of your currently valid Driver's License by the closing date listed. A resume may be included with the application, but it CANNOT replace filling out an application. If you do not meet the minimum education and/or experience qualifications, please submit a letter, along with your completed application explaining: 1. Why you feel you can perform the job duties, 2. What additional skills and experience you might have that is applicable to the position you are applying for, 3. How many months you are away from meeting the minimum requirements, 4. What additional trainings or certifications you possess that would help you do the job, 5. Any additional information you can provide that would explain your background as it relates to this position. All application materials including the letter (if applicable), the required PTN Job Application, and a photocopy of your driver's license must be submitted by the closing date listed.

Posted: 07.30.10