

NORTHERN CHEYENNE TRIBAL SCHOOL JOB ADVERTISEMENT

POSITION: Human Resources Specialist

SUPERVISOR: Superintendent

RATE OF PAY: DOE

OPENING DATE: July 9, 2024

CLOSING DATE: July 23, 2024

How to Apply: Submit completed NCTS certified application, current Resume', Three (3) letters of recommendation (dated within one year) along with official transcripts to Northern Cheyenne Tribal School, Human Resources, Box 150, Busby Mt. 59016

***** Incomplete Applications will not be considered*****

***** Pre-Employment Drug Tests & Background checks are required*****

NATURE OF WORK:

Work involves serving as a primary benefits representative responsible for administration of life. Specialist is responsible for answering employee questions regarding their specific areas of benefits and maintaining accurate files. Specialist assist employees, administrators, and the Specialist must exercise considerable tact and courtesy in dealing with the public and employees on a daily basis.

DUTIES AND RESPONSIBILITIES:

Works individually with employees to ensure benefits are appropriated according to eligibility and choice. Presents what benefits are offered, explaining how to complete appropriate forms, and answering any questions pertaining to the benefits offered.

Receives and responds to questions regarding insurance coverage, costs, claims, exclusions to coverage, etc. Serves as the contact person for the insurance companies. Administers leaves of absence for the school system. This process involves receiving

inquiries and requests for various types of leave from employees; explaining the information needed for the leave; meeting with the employee requesting the leave to work out the details of the leave and to ensure understanding; completing forms and letters to notify appropriate parties; and ensuring compliance with applicable local, state, and federal rules, regulations, and laws.

Serves as the contact person for employees requesting leaves of absence.

Processes and administers short and long-term disability insurance.

Prepares and issues employment contracts and letters to newly hired employees.

Utilizes HRMS to track/maintain employee position data.

Attends meetings as necessary for assigned departments.

Performs other related work as required.

MINIMUM TRAINING:

High school diploma supplemented by secretarial or business courses with an associate's degree preferred, 6 to 9 years experience in office administration; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

ESSENTIAL JOB FUNCTIONS:

Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to read a variety of correspondence, reports, forms, statements, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, statements, etc. using prescribed formats.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in

a variety of technical or professional languages including insurance, personnel and governmental terminology.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Requires the ability to talk and hear ideas by means of spoken word. Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the benefits offered, specifically in the area of assignment. Basic knowledge of the interaction between local, federal, and state agencies relative to benefits transfer or coordination at retirement.

Considerable knowledge of paperwork required to apply for and modify various benefits.

Ability to present material to individuals and groups of people.

General knowledge of the principles of organization and administration.

Ability to stay current on ever changing requirements.

Ability to maintain complete and accurate records and complex files.

Ability to type accurately at a moderate rate.

Ability to use common spreadsheet, word processing and file maintenance programs.

Ability to follow both oral and written instructions. Willingness to share knowledge to strengthen the department as a whole and others as individuals.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to work alone, focused to complete assigned duties on a daily basis, and whenever other areas of the department need immediate short-term assistance.

Ability to cross-train within the department and to be flexible in working more as a team player than as an individual with specified job description.

Willingness to take on new assignments, or try new ways of working in order to save time and work smarter.

Willingness to assist within the department in any area necessary to give the employees immediate, first-class service.