YUROK TRIBE-JOB DESCRIPTION
Executive Assistant

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Executive Assistant</th>
<th>Job Grade</th>
<th>8</th>
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<tbody>
<tr>
<td>Department</td>
<td>Administration</td>
<td>Location:</td>
<td>Klamath</td>
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<td>Reports To:</td>
<td>Executive Director</td>
<td>FLSA Status</td>
<td>Exempt</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range $50,253 – 65,569

POSITION SUMMARY:

The Incumbent will be under the direct supervision of the Executive Director. Incumbent is responsible for performing administrative and general clerical duties for the operation of the Executive office. The Incumbent will handle a wide variety of complex and confidential situations and be responsible for confidential and time sensitive material. The Incumbent is also responsible for direct supervision of reception at the Klamath, Weitchpec, and Eureka offices and will be required to travel to those sites to provide oversight.

DUTIES AND RESPONSIBILITIES:

1. Schedule appointments and maintain calendar for the Executive.
2. Arrange and schedule all travel and book reservations as required. Insures appropriate documentation is submitted to Fiscal.
3. Maintains filing system and develops new filing systems as needed. Train staff to file correspondence and other records and to retrieve upon request from electronic filing system.
4. Answer telephones and provide information to callers or route calls appropriately. Greet visitors, ascertain the nature of business and serves as the contact person for the department.
5. Prepare for meetings with the Yurok Tribal Council, Department Directors, and other meetings as required by the Executive office. Will also brief Executive Director on upcoming meetings and provide any pertinent information prior to, take notes at meetings and provide reports to the Executive Director.
6. Responsible for assisting the Executive Director in carrying out directives, and transmitting information to departments. Will also track Executive Director directives from the Chairman.
7. Interacts with other Tribal Departments to assure administrative needs of Executive Director are met.
8. Reviews various reports, surveys and studies in order to keep abreast of information and findings significant to the Executive Director.
9. Will be responsible for preparing and completing memoranda, action items, budgets, and letters of correspondence with federal and state agencies.
10. Serves as contact person for department employees to report personal injuries or accidents. Maintains and submits forms for worker’s compensation, accident forms, and other records.
11. Maintain department calendar of absences, activities, and meetings.
12. Maintains filing system. Files documents and retrieves them upon request from electronic filing system. Develops new filing systems as needed.
13. Performs data input. Reviews data and develops reports as necessary.
14. Coordinates and schedules program/project meetings. Prepares agendas as directed and compiles meeting materials, sends notices, and may be required to take minutes.
15. Supervise, train and assign duties to reception.
16. Process department staff time sheets and vehicle mileage forms.
17. Will maintain calendar of employee performance evaluation and schedule review when due.
18. Coordinates and oversees the purchasing processes and procedures. Maintains and completes purchase order as necessary. Will track department revenues.
19. Responsible to order and store all office supplies.
20. Responsible for department office equipment. Will set-up repair and replacement as necessary. Work with vendors to insure maintenance agreements are honored. Also maintain department inventory.
21. Maintains quarterly financial reports of each department division and submits to Executive Director upon request.
22. Develop and review budgets for accuracy. Monitors project budgets using the tribe’s accounting software/database.
23. May be assigned other duties as required to meet the needs of the organization.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position. Has direct supervisory responsibility for the receptionists, and the reception area.

MINIMUM QUALIFICATIONS:

- Applicant must have excellent; written and verbal communication skills, clerical skills, computer knowledge, and intermediate to advanced knowledge in the operation of word processing, spreadsheets and databases.
- Applicant must have the ability and/or experience to work on and complete multiple projects in an efficient and timely manner with little or no supervision.
- Experience composing correspondence, reports and other information from notes and brief instruction.
- Ability to present information in a clear and concise manner.
- Ability to develop budgets.
- Ability to research and compile information for reports.
- Working knowledge of Windows operating system and Microsoft Office.
- Ability to maintain positive attitude and ability to overcome tight deadlines and challenging work environment.
- Ability to handle conflict and maintain good working relationships with diverse stakeholders and constituents.
- Ability to set priorities, meets critical deadlines, and review information for accuracy, format, completeness and compliance with the policies and procedures of the Tribe.
- Must possess a valid Drivers License and willing to work evenings and off shift hours.
EXECUTIVE ASSISTANT

EDUCATION/EXPERIENCE:

4-years above high school and 1-year of experience.

Equivalent combinations of education and experience are qualifying for this position.

General Experience: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.

2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

3. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

4. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

5. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

6. VISION REQUIREMENTS:
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).
YUROK TRIBE-JOB DESCRIPTION

Executive Assistant

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________________  ______________
Employee Signature        Date                   Employee #

_________________________________________________
Supervisor Signature        Date