

YUROK TRIBE JOB DESCRIPTION

Assistant II

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|---|---------------------------|---------------------------|-------------------------------|-------------|-------------------|
| Job Title: | Admin Assistant II | | | Job Code | 5 |
| Department | Education | Program Area Education | Education Programs | Location | Klamath |
| Reports To: | Education Director | | | FLSA Status | Non-Exempt |
| ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE | | | | | |
| Salary Range | \$15.91-\$20.69 | | | | |

POSITION SUMMARY:

The Assistant is under the direct supervision of the Education Department Director . This position performs general clerical support duties for the Education Department. The Assistant will respond to inquiries from the general public and provide information as necessary. The Assistant is responsible for accuracy in all applicable procedures, confidentiality, electronic filing, data entry and serves as the contact person for the department. The position will provide the general clerical for the entire education department including filing, purchasing following the tribe procurement process, assisting with timesheets, and computer filing.

DUTIES AND RESPONSIBILITIES:

1. Greet visitors, ascertain the nature of business and route visitors to the appropriate office. Serves as the contact person for the department.
2. Prepares correspondence, reports, develops purchase and travel forms, and schedules meetings in accordance with office operating procedures. Will utilize Microsoft Word and Excel.
3. Maintains a high level of confidentiality with personal information and student records.
4. Answer telephones and provide information to callers or route calls appropriately.
5. Prepare purchase requests as needed and submits to Fiscal. Must understand the purchasing rules of the Yurok Tribe and abide by them at all times.
6. Will prepare travel advances for the department.
7. Maintains filing system. Files documents and retrieves them upon request from electronic filing system. Develops new filing systems as needed.
8. Performs data input. Reviews data and develops reports as necessary.
9. Coordinates and schedules program/project meetings. Prepares agendas as directed and compiles meeting materials, sends notices, and may be required to take minutes.
10. Assist with dissemination of department information.
11. 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.
12. Responsible to order and store all office supplies.
13. Process department staff time sheets and vehicle mileage forms.
14. Will maintain calendar of employee performance evaluation and schedule with appropriate supervisory when due.

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15. Maintains quarterly financial reports of each department division and submits to Department Director upon request.
16. The position will provide the general clerical support for the entire education department including greeting the public, answering the phones, filing, purchasing by following the tribe's procurement process, assisting with timesheets, assisting with communication between staff and the public as well computer filing.

MINIMUM QUALIFICATIONS:

1. Ability to keyboard at a rate of 35 WPM.
2. Ability to answer a multi-line telephone system.
3. Experience with operating common office equipment such as copy machines, etc.
4. Intermediate computer skills that includes knowledge of Microsoft office.
5. Knowledge of filing systems that includes electronic filing.
6. Knowledge of data entry and database programs such as Access.
7. Must understand the meaning of confidentiality.
8. Intermediate to advanced general office management skills.
9. Thorough knowledge of English grammar, spelling and punctuation, the ability to compose correspondence and reports.

EDUCATION:

G5: Two (2) years above high school or one year equivalent to the next lower grade level (specialized experience).

General Experience is 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 is considered 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 are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

CONDITIONS OF EMPLOYMENT:

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1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy. **If applicable.**
3. Must pass a comprehensive background check **to work with children.**
4. 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.
5. 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.
6. 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 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 20 pounds.
7. 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).

THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES

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

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