

YUROK TRIBE JOB DESCRIPTION

Assistant III

Job Title:	Education Admin Assistant III			Job Code	6
Department	Education	Program Area	NYCP/JOM	Location	Klamath
Reports To:	Education Director			FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range	\$17.75-\$23.06				

POSITION SUMMARY:

The Assistant is under the direct supervision of the Education 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 computer filing, organization and student data tracking for the Native Youth Community Partnership Program and the JOM program.**

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. Organizes the student progress data for all Yurok students pre-school through higher education.
3. Is able to maintain a high level of confidential information.
4. Prepares correspondence, reports, develops forms, and schedules meetings in accordance with office operating procedures. Will utilize Microsoft Word and Excel.
5. Answer telephones and provide information to callers or route calls appropriately.
6. Coordinates and oversees the purchasing processes and procedures. Maintains and completes purchase order as necessary.
7. Maintain department calendar of absences, activities, and meetings.
8. Will prepare travel advances for the department. Makes travel arrangements for department director. Insures appropriate documentation is submitted to Fiscal.
9. Maintains filing system. Files documents and retrieves them upon request from electronic filing system. Develops new filing systems as needed.
10. Performs data input. Reviews data and develops reports as necessary.
11. Coordinates and schedules program/project meetings. Prepares agendas as directed and compiles meeting materials, sends notices, and may be required to take minutes.
12. Assist with dissemination of department information.
13. 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.
14. Responsible to order and store all office supplies.
15. Process department staff time sheets and vehicle mileage forms.

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16. Will maintain calendar of employee performance evaluation and schedule with appropriate supervisory when due.
17. Maintains quarterly financial reports of each department division and submits to Department Director upon request.
18. Assist with the preparation of grant applications and in the preparation of project budgets and budget narratives.
- 19. *Maintains student data spreadsheets, organizes student data regularly, provide statistics and reports as requested on student progress, and obtain student information from the various education partners including local school districts.***

MINIMUM QUALIFICATIONS:

1. Ability to keyboard at a rate of 40 WPM.
2. Advanced clerical experience that includes word processing, data entry, record keeping, filing, answering telephones, providing referral and assistance to co-workers, director, public and Council
3. Experience with developing budgets and spreadsheets.
4. Experience with operating common office equipment such as copy machines, etc.
5. Advanced computer skills that includes knowledge of Microsoft office.
6. Experience of filing systems that includes electronic filing.
7. Must understand the meaning of confidentiality.
8. Thorough knowledge of English grammar, spelling and punctuation, the ability to compose correspondence, reports and beginning grant writing.

EDUCATION:

G6: Three (3) years above high school or one year equivalent to the next lower grade level (specialized experience).

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.
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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