

YUOK TRIBE JOB DESCRIPTION

Assistant IV Education

Job Title:	Administrative Assistant IV				
Job Grade	7	FLSA Status:	Non-Exempt	Location:	Klamath
Department:	Education Department		Division:	NER-GERY 'Oohl', Helping Yurok People - Health & Human Services	
Reports To:	Education Director				
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$22.70-29.62				

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. Performs a wide variety of high-level Administrative Assistant duties for the Education Department

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. Assist with Department Council Action items for consideration by the Tribal Council for action and approval.
3. Assist with communicating MIP project balances to staff and processing electronic purchases.
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. Will track department revenues.
7. Maintains filing system. Files documents and retrieves them upon request from electronic filing system. Develops new data 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. Will disseminate department information.
11. Responsible to order and store all office supplies.
12. Process department staff time sheets and vehicle mileage forms.
13. Will maintain calendar of employee performance evaluation and schedule with appropriate supervisory when due.
14. Maintains quarterly financial reports of each department program and submits to Department Director upon request.
15. Assist with the preparation of grant applications and in the preparation of project budgets and budget narratives.

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16. Monitors project budgets using the tribe's accounting software/database.
17. Monitors account balances and updates Director on a regular basis.
18. Works with a variety of outside agencies, schools, other tribes, non-profit agencies and community-based organizations to set up meetings, communicate with on educational topics, and provide meeting notes to.
19. Provide announcements, PSA's flyers and other updates on all social media platforms.
20. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Ability to keyboard 40 words per minute.
2. Advanced computer skills that include a working knowledge of Microsoft Office and electronic filing.
3. Experience working with little or no supervision.
4. Advanced knowledge of general office management skills.
5. Advanced knowledge of budgets, financial spreadsheets, reporting, policy and procedure, and fiscal processes.
6. Must understand the meaning and responsibility of confidential information.
7. Ability to communicate tactfully with employees, general public, and Council.
8. Ability to set priorities, meet critical deadlines, and review information for accuracy, format, completeness and compliance with the policies and procedures.

EDUCATION:

G7: Four (4) years above high school or one year equivalent to the next lower grade level (specialized experience). Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

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.

CONDITIONS OF EMPLOYMENT:

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1. All applicants are subject to the Tribe’s Drug and Alcohol 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. Must pass a criminal background check and not have any criminal convictions against children, nor any convictions for Domestic Violence or crimes involving deception/theft/fraud. Must not have misdemeanor/felony offenses related to controlled substance of alcohol or drugs within the past ten years, or any misdemeanor or felony offenses related to abuse, neglect, or endangerment of a child or elder. Must not have been convicted of a felony involving dishonesty within the past five years.
4. THIS POSITION REQUIRES COMPLIANCE WITH PUBLIC LAW 101-630.
5. Requires travel and occasional work outside of regular work schedule
6. 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.
7. 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.
8. 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.
9. 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).

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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