

YUOK TRIBE-JOB DESCRIPTION
Client Services Department - Administrative Assistant

Job Title:	Administrative Assistant	Pay Grade	4/5/6
Department	Client Services Department	Location	Klamath-Eureka-Tulley Creek
Reports To:	Administrative Manager / Client Services Department Director	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$17.04-22.23/\$18.78-24.50/\$20.67-26.97		

POSITION SUMMARY:

This position will be under the general supervision of the **Administrative Manager or Client Services Department Director** and will provide a wide variety of clerical and secretarial activities in support of the entire **Client Services Department**. The incumbent will maintain the office filing system, answer telephones, and disseminate information to the Yurok Community and general public as directed. The incumbent shall maintain a friendly, congenial disposition at all times. Incumbent shall maintain a high level of professionalism. This position serves as the central communication person for the department staff. Strict confidentiality is required of the incumbent in this position.

DUTIES AND RESPONSIBILITIES:

1. Provides clerical assistance in the form of transcription, answering phones, and data entry.
2. Interaction with tribal clients, personnel, department partnering agencies and other departments on a professional level.
3. Word processes correspondence, forms, reports, funding applications, budgets, and other materials from rough drafts received from the **Administrative Manager or Client Services Department Director**. Responsibility will include proper assembly, arrangement, grammar and spelling.
4. When requested Creates and updates proper forms, agreements and certificates for the on-going program development and grants management of the department
5. Acts as Intake Worker for purposes of application processing; particularly for the purpose of working with the department's case management system(s).
6. Establishes and maintains an effective record keeping system. Files documents for department staff.
7. Makes necessary arrangements for conferences, meetings, lectures, events, including space, time equipment, notification, etc. Attends meetings including staff meetings or training sessions as required. This position will be required to take notes and prepare summary to all staff.
8. Prepares travel forms and makes travel arrangements for staff and committee members as directed. This includes making hotel and plane reservations, preparing itineraries and completing travel advance forms.
9. Maintains record of correspondence and action documents and follows up on work in progress to ensure deadline date will be met.

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10. Maintains strict confidentiality of records, materials and conversations.
11. Responsible for maintenance on all office machines when necessary, contacting service representative for repairs and assuring there is sufficient supply of copy paper and other office supplies at all times.
12. Serves as mail clerk, receiving all incoming mail and faxes, recording, copying and distributing to appropriate recipient (s). Coordinates the outgoing mail to insure it is delivered to a mail receptacle so it can be processed in a timely manner.
13. Data input for client information and services in the department data base system as requested.
14. Other duties as assigned to meet the needs of the department.

SUPERVISORY RESPONSIBILITIES:

None

MINIMUM QUALIFICATIONS:

1. Must have the initiative to complete work with minimum supervision.
2. Prefer applicant to-have excellent computer skills that include: Competence in Microsoft programs such as publisher, movie maker, excel, word, etc. troubleshooting and solving hardware and software problems.
3. Ability to use initiative and independent judgment within established guidelines and procedures.
4. Intermediate to advanced knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars, schedules, tickler files, setting up meetings and conferences. This person should have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing work.
5. Ability to organize own work, setting priorities and meeting critical time deadlines.
6. Ability to communicate effectively with co-workers, superiors, the general public, representative of public and private organizations and others sufficient to exchange or convey information including teaching and/or public presentations.
7. Ability to understand and adhere to various program requirements, meet program deadlines and to maintain confidential information. Ability to work with all phases of community in confidential, non-judgmental manner.
8. Energetic, forward thinking and creative with high ethical standards and an appropriate professional image.
9. Be able to follow and sign professional code of ethics and conduct.
10. Knowledge and understanding of local Tribal communities including cultural values and beliefs, history, family systems and community.

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EDUCATION/EXPERIENCE:

Grade 4: One (1) year above high school or six (6) months of specialized experience such as 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.

Grade 5: Two (2) years above high school or one (1) year of specialized experience equivalent to at least a G4.

Grade 6: Three (3) years above high school or one (1) year of specialized experience equivalent to at least the next lower grade level.

Equivalent combinations of education and experience are qualifying for all grade levels within this position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. All applicants will acknowledge and abide by all Yurok Tribe personnel and other policies and procedures.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
4. Must pass a comprehensive background check.
5. Valid California Driver's license and insurability under the Motor Vehicle Policy during term of employment.
6. Must possess ability to maintain strict confidentiality of records and information pertinent to the nature of the work. Violations of this major requirement may result in immediate termination of employment.
7. 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.
8. **LANGUAGE SKILLS:** Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
9. **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.
10. **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,

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crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

11. 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