

**YUROK TRIBE – JOB DESCRIPTION
Administrative Assistant-Elder**

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| Job Title: | Administrative Assistant | Job Code | 4 |
| Department | Yurok Tribal Court | Location | Weitchpec |
| Reports To: | Elder Advocate Coordinator | FLSA Status | Non-exempt |
| ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE | | | |
| Salary Range | \$17.04-\$22.23 (PART-TIME) | | |

POSITION SUMMARY:

Under the general supervision of the Elder Advocate Coordinator, the Program Assistant is responsible for providing administrative assistance and support to the Yurok Elder Advocacy Program.

DUTIES AND RESPONSIBILITIES:

1. Receives and screens visitors, telephone calls and electronic correspondence; responds to inquiries on a variety of matters.
2. Inputs, retrieves, updates, and deletes information using computerized databases.
3. Maintains daily, weekly, monthly and yearly calendars and schedules.
4. Maintain confidentiality at all times
5. Prepare departmental purchase orders in compliance with procurement policies.
6. Purchase and maintain office supplies and equipment inventory.
7. Track program expenditures.
8. Provide transportation and other supportive services.
9. Communication with Fiscal, Human Resources and other departments as necessary.
10. Organize and update client files when needed.
11. Assist with compiling data for department and federal agency reports.
12. Assist with organizing community events such as the Elder’s Gathering.
13. Provide program information and brochures upon request.
14. Travel when requested for community outreach and training purposes.
15. Make travel arrangements for staff to attend meetings, conferences, or other ventures.
16. Provide administrative duties directly to the Elder Advocate Coordinator, and other staff as needed.
17. All other duties as assigned by the Elder Advocate Coordinator.

MINIMUM QUALIFICATIONS:

1. Experience and knowledge of Microsoft Word, Excel, Access and Outlook.
2. Detail oriented, accurate, organized and able to work independently and as part of a team.
3. Perform basic arithmetic calculations.
4. Ability to work in a fast paced and team-oriented environment.
5. Ability to consistently produce timely and accurate work.
6. Must be dependable, reliable and trustworthy.
7. Ability to maintain strict confidentiality of all court and/or YCSS case files.

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8. Experience dealing with individuals in crisis including strong customer service skills and the ability to defuse tense situations.
9. Ability to establish effective working relationships with the court, law enforcement, social service agencies and the tribal community/clients.
10. Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal members, all levels of tribal staff and management.
11. Must be and remain impartial to all staff and clients.
12. Must have a working knowledge of commonly used office machines and computer software including multiple line telephones, voice-mail, document shredder, computer email, internet, copier, printer and fax machine as used to complete office work tasks.

EDUCATION/EXPERIENCE:

G-4: One year of education above high school (Associate’s Degree) and three (3) months of specialized experience including letter drafting, office management or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place 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. **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.
6. **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.
7. **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.
8. **VISION REQUIREMENTS:**
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).

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- 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