

YUOK TRIBE JOB DESCRIPTION
Administrative Assistant IV

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

POSITION SUMMARY:

This position is under the direct supervision of the Tribal Child Welfare and Behavioral Health Director. The Administrative Assistant will primarily perform department fiscal functions, invoicing and maintaining records and reports for audit purposes, support intake for department programs, assist with reporting required for budgets. This position performs specialized clerical support duties for the Tribal Child Welfare and Behavioral Health Department. The Assistant is responsible for accuracy in all applicable procedures, confidentiality, electronic filing, data entry, and serves as the contact person for the 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. Serves as contact person for department employees to report personal injuries or accidents. Maintains and submits forms for worker's compensation, accident forms, and other records.
3. Prepares correspondence, reports, develops forms, and schedules meetings in accordance with office operating procedures. Will utilize Microsoft Word and Excel. Answer telephones and provide information to callers or route calls appropriately. Track Social Worker intake response. Be able to read a narrative, review history, be able to communicate to co-workers, other tribal departments, and non-tribal departments regarding the intake/referral; and assist with tracking assignment of Social Worker case load.
4. Coordinates and oversees the purchasing processes and procedures. Maintains and completes purchase order as necessary.
5. Maintain department calendar of activities, absences, activities, and meetings.
6. Will prepare travel advances for the department. Makes travel arrangements for department director. Ensures appropriate documentation is submitted to Fiscal.
7. Maintains filing system. Files documents and retrieves them upon request from electronic filing system. Develops new filing systems as needed primarily for department programs; tracks and develops a system to organize data collection; develops a system to track forms submitted by the Social Workers & all direct services expenditures; able to pull budgets and track all expenses.

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8. Supports internal policy development.
9. **Completes the case filing system for all aspects program needs;** develops universal hard filing set up and contact internal tribal departments for required forms/documents to be submitted.
10. Coordinates and schedules program/project meetings. Prepares agendas as directed and compiles meeting materials, sends notices, and may be required to take minutes. Organizes internal Yurok Tribal Child Welfare and Behavioral Health Department meetings (set calendar invites; prepare agendas; take notes, visuals, forms, and documents; develop correspondence, and flyers as needed) with internal tribal departments and non-tribal departments. Tracks tasks and follows up with staff to ensure updates are properly logged and tracked.
11. Assists with tasks from the Tribal and State meetings as needed.
12. Assist with dissemination of department information i.e., participates in outreach activities to primarily to provide information regarding department programming eligibility criteria.
13. Must be willing and able to be certified/approved to complete background/fingerprint rolling process.
14. Responsible for department office equipment. Will set-up repair and replacement as necessary. Work with vendors to ensure maintenance agreements are honored. Also maintain department inventory.
15. Responsible for ordering and storing and inventoring all office supplies.
16. Process department staff time sheets and vehicle mileage forms.
17. Will maintain calendar of employee performance evaluation and schedule with appropriate supervisory when due.
18. Maintains quarterly financial reports of each department division and submits to Department Director upon request.
19. Completes all TCWBH Program's invoicing and develops a tracking system.
20. Assist with the preparation of grant applications and in the preparation of project budgets and budget narratives.
21. Complete professional development training as required.
22. Provide back-up and support to other admin functions as needed.
23. Complete other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Ability to keyboard at a rate of 40 WPM.
2. Advanced clerical experience and child welfare program 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.
4. Experience with operating common office equipment such as copy machines, etc.
5. Advanced computer skills that include knowledge of Microsoft office.
6. Experience of filing systems that includes electronic filing.
7. Must understand the meaning of confidentiality.

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8. Thorough knowledge of English grammar, spelling and punctuation, the ability to compose correspondence, reports and beginning grant writing.

EDUCATION:

G7: Three (3) years above high school and at least one-year or more with child welfare services equivalent to the next lower grade level (specialized experience) or an Associates in Liberal Arts, or closely related field or 2 or more years' experience in social services field including child welfare services.

Specialized experience will be considered. Specialized experience is considered experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform 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 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:

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, including additional Child Abuse and Prevention Treatment Act background check requirements.
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).

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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