

YUROK TRIBE JOB DESCRIPTION
Administrative Support Specialist

Job Title:	Administrative Support Specialist				
Job Grade:	6	FLSA Status:	Non-Exempt	Location:	Klamath
Department:	Tribal Police		Division:	Public Safety Division	
Reports To:	Records/Office Manager				
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range:	\$20.67-26.97				

POSITION SUMMARY:

This position is under the direct supervision of the Yurok Tribal Police Records/Office Manager. Performs a variety of clerical support duties for the Yurok Tribal Police Department. The Administrative Support Specialist will act as point of initial contact to the public, greeting people at the front desk and answering telephone calls. The Administrative Support Specialist will also monitor and log calls for service, transmit calls for service over the radio, and direct field units. ADMINISTRATIVE SUPPORT SPECIALIST is responsible for accuracy in all applicable procedures, confidentiality, electronic filing, data entry, and serves as the point of contact for the department. This position may include weekend and evening work.

DUTIES AND RESPONSIBILITIES:

1. Assist with the preparation and dissemination of appropriate reports to authorized allied agencies and Tribal, State, and Federal Courts
2. Assist the Records/Office Manager, as directed, with compiling monthly crimes report, codes and tallies data, compiles and prepares statistics for reports, and develop forms as needed.
3. Answer emergency and non-emergency calls, document pertinent information, and route the calls to an appropriate resource.
4. Ask vital questions and provide pre-arrival instructions for units in the field.
5. Dispatch and coordinate the response of Yurok Tribal Police officers and allied public safety agencies.
6. Maintain and update calls for service log.
7. Operate and manage a multi-line console system, alerting system, and TDD system for the deaf and hearing impaired.
8. Will utilize Microsoft Office and other computer programs used by the Yurok Tribal Police.
9. Develop new forms as needed.
10. Assist with data input, review data, and develop reports as needed.
11. Assist with scheduling program meetings. Prepares agendas as directed and compiles meeting material, sends notices, and may be required to take minutes.
12. Assist with processing department staff time sheets, mileage logs, and travel requests and reconciliations.
13. Assist with maintaining a department calendar of absences, activities, and meetings.
14. Assist with the preparation of grant applications and project budgets.
15. Other reasonable duties as assigned by the Records/Office Manager.

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MINIMUM QUALIFICATIONS:

1. Ability to keyboard at a rate of 40 WPM.
2. Must possess ability to learn word processing, data entry, record keeping, filing, answering telephones, providing referral and assistance to co-workers, director, public and Council.
3. Experience with operating common office equipment such as copy machines, etc.
4. Must understand the meaning of confidentiality and preserve sensitive material and information.
5. Thorough knowledge of English grammar, spelling and punctuation, the ability to compose correspondence, reports and beginning grant writing.
6. Must be able to work under pressure.

EDUCATION:

1. Three years above high school or one-year equivalent to the next lower grade level (specialized experience).
2. Preference: Completed the Peace Officer Standards and Training (POST) 120-hour Basic Public Safety Dispatch Course.
3. Preference: Prior experience working within an operational law enforcement agency.

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:

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. (If applicable)
3. Must pass a comprehensive background check.
4. LANGUAGE SKILLS: Ability to deal tactfully and effectively with distraught individuals. Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group

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situations to members of the public, law enforcement personnel, and other employees of the Yurok Tribe.

5. Must possess the ability to learn how to transmit and receive information over a police radio system. (Knowledge of Yurok language is preferred but not required)
6. REASONING ABILITY: To deal tactfully and effectively with distraught individuals; handle multiple tasks and prioritize workload; respond to requests and inquires in a courteous and timely manner; adhere to standard procedures; work independently; maintain accurate records; operate a variety of office equipment; type rapidly and accurately; understand and follow oral and written instructions; use discretion in performing job duties and maintain confidentiality; establish and maintain cooperative relationships with those contacted in the course of work; perform duties using good judgment and requiring speed and accuracy under time sensitive deadlines; interpret and apply laws, codes, and policies relating to the processing of documents; communicate effectively, both orally and in writing, in the English language.
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 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.
8. 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