

YUROK TRIBE JOB DESCRIPTION
Tribal Court Administrative Assistant III

Job Title:	Administrative Assistant III			Job Code	6
Department	Tribal Court	Program Area	Reentry & Wellness	Location	Eureka
Reports To:	Reentry Staff Attorney			FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range	\$20.67-\$26.97				

POSITION SUMMARY:

The Assistant is under the direct supervision of the Reentry Staff Attorney. This position performs general clerical support duties for the Tribal Court. 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 Reentry Program. The Assistant will provide administrative support in all programs managed by the Reentry Staff Attorney including in the Yurok Reentry Program and Yurok Wellness Court.

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.
4. Answer telephones and provide information to callers or route calls appropriately.
5. Coordinates and oversees the purchasing processes and procedures. Maintains and completes purchase order as necessary.
6. Maintain department calendar of absences, activities, and meetings.
7. Will prepare travel advances for the department. Makes travel arrangements for department director. Ensures appropriate documentation is submitted to Fiscal.
8. Maintains filing system. Files documents and retrieves them upon request from electronic filing system. Develops new filing systems as needed.
9. Performs data input. Reviews data and develops reports as necessary.
10. Coordinates and schedules program/project meetings. Prepares agendas as directed and compiles meeting materials, sends notices, and may be required to take minutes.
11. Assist with dissemination of department information.
12. 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.
13. Responsible to order and store all office supplies.
14. Process department staff time sheets and vehicle mileage forms.

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15. Will maintain calendar of employee performance evaluation and schedule with appropriate supervisory when due.
16. Maintains quarterly financial reports of each department division and submits to Department Director upon request.
17. Assist with the preparation of grant applications and in the preparation of project budgets and budget narratives.
18. All other duties assigned by the Reentry Staff Attorney.

MINIMUM QUALIFICATIONS:

1. Ability to keyboard at a rate of 40 WPM.
2. Advanced clerical 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.
8. Thorough knowledge of English grammar, spelling and punctuation, the ability to compose correspondence, reports and beginning grant writing.

EDUCATION:

G6: Three (3) years above high school or one year equivalent to the next lower grade level (specialized experience).

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 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 Workplace Policy including pre-employment screening.

