



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Administrative Support Specialist-Tribal Police		
<b>JOB GRADE:</b>	6	<b>REPORTS TO:</b>	Records/Office Manager
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Klamath
<b>DEPARTMENT:</b>	Tribal Police	<b>DIVISION:</b>	Public Safety
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$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. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. Highschool diploma or GED with three years specified experience.
2. Preference: Completed the Peace Officer Standards and Training (POST) 120-hour Basic Public Safety Dispatch Course and prior experience working within an operational law enforcement agency.

3. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future. Candidates with equivalent combinations of education, training and experience will be considered.

**SUPERVISORY RESPONSIBILITIES:**

None.

**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.
7. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**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.
3. Must pass a background investigation and fingerprint clearance.

**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.

**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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

## Yurok Tribe Job Description

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

