



Yurok Tribe

Job Description

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| JOB TITLE: | Administrative Assistant III | | |
| JOB GRADE: | 6 | REPORTS TO: | Court Administrative Attorney |
| STATUS: | Non-Exempt | LOCATION: | Klamath |
| DEPARTMENT: | Tribal Court | DIVISION: | Health and Human Services |
| 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 Court Administrative Attorney. This position performs general clerical support duties for the programs under the Court Administrative Attorney's supervision. 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 programs.

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 programs.
2. Prepares correspondence, reports, develops forms, and schedules meetings in accordance with office operating procedures. Will utilize Microsoft Word and Excel.
3. Answer telephones and provide information to callers or route calls appropriately.
4. Coordinates and oversees the purchasing processes and procedures. Maintains and completes purchase order as necessary.
5. Maintain program calendars of absences, activities, and meetings.
6. Will prepare travel advances for the department. Makes travel arrangements for program staff and supervisor. 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.
8. Performs data input. Reviews data and develops reports as necessary.
9. Coordinates and schedules program/project meetings. Prepares agendas as directed and compiles meeting materials, sends notices, and may be required to take minutes.
10. Assist with dissemination of department information.
11. Responsible for program office equipment. Will set-up repair and replacement as necessary. Work with vendors to ensure maintenance agreements are honored. Also maintain department inventory.
12. Responsible for ordering and store all office supplies.
13. Process program vehicle mileage forms.
14. Assist with compiling data for department and federal agency reports.
15. Maintains quarterly financial reports of each department division and submits to Department Director upon request.
16. Assist with the preparation of grant applications and in the preparation of project budgets and budget narratives.
17. Travel when requested for community outreach and training purposes.
18. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. G3 Highschool diploma or GED with three years specified experience.
2. 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.
3. Candidates with equivalent combinations of education, training and experience will be considered.

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.
9. correspondence, reports and beginning grant writing.
10. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

SUPERVISORY RESPONSIBILITIES:

This position has no direct supervisory responsibilities.

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.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.

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. Employees 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).

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

