



Yurok Tribe

Job Description

JOB TITLE:	Administrative Assistant I		
JOB GRADE:	4	REPORTS TO:	Education Director
STATUS:	Non-Exempt	LOCATION:	Eureka/ABG Office
DEPARTMENT:	Education	DIVISION:	Health and Human Services
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$18.15-\$23.68		

POSITION SUMMARY:

Incumbent is under the general supervision of the Education Director. This position is responsible for the administrative clerical duties for the Education Department. Incumbent performs a variety of general office tasks, typing, word processing, computer tasks, and support activities for the day-to-day operation of the Education Department. This position serves as the central communication person for the department and assists with the dissemination of information to the department program staff, the tribal council, Yurok community, and general public.

DUTIES AND RESPONSIBILITIES:

1. Performs the general clerical duties of the filing and database systems including inputting and retrieving vital information regarding student status and monthly programmatic financial reports.
2. Routes phone calls to employee voice mail or department sections, takes messages, and answers general information questions to the public.
3. Serves as contact person for department employees to report absence, illness, and injury. Maintains and submits proper forms for worker's compensation, accident forms, and other records.
4. Maintains and updates work schedules of department staff.
5. Coordinates and oversees purchasing processes and procedures. Maintains file copy of purchase orders.
6. Maintains quarterly financial reports of each education program with the Education Director.
7. Word processes correspondence, forms, reports, funding applications, budgets, and other materials from rough drafts received from the director and disseminates final drafts/correspondence of such to staff members, the tribal council, applicable communities, and program/project agencies as directed.
8. Coordinates and schedules program/project meetings, prepares departmental meeting agendas, complies meeting packets, sends meeting notices, records, and transcribes meeting minutes as directed.
9. Maintain calendar for the Education Director, Assistant Director and for departmental activities.
10. Assist with higher education and adult vocational training scholarship program including processing applications, preparing payment request, verifying eligibility, and keeping students informed of other available scholarships.
11. Assists in the preparation of grant applications and in the preparation of project budgets and budget narratives.
12. Process tribal council action items as required by the Education Director.

13. Make travel arrangements for the Education Director, Assistant Director and department as needed.
14. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. Highschool diploma or GED with one year specified experience. Employee 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.
2. Candidates with equivalent combinations of education, training and experience will be considered.

SUPERVISORY RESPONSIBILITIES:

May include supervisory responsibilities of temporary or volunteer positions.

MINIMUM QUALIFICATIONS:

1. Demonstrates intermediate to advanced general office management skills including computer literacy and software management, financial spread sheet reporting and database management.
2. Ability to read and understand correspondence, governmental regulations, ordinances, resolutions, maintenance instructions, operating and procedure manuals. Ability to write routine reports, business correspondence, compose memorandums and draft procedure manuals.
3. Possess knowledge of correct spelling, grammar, and punctuation. Ability to present information and response to questions from clients, tribal members, and general public. Willing to work with the public.
4. Possess a willingness to travel, as duties may require occasional travel to other locations in the primary service area.
5. Experience should include knowledge of the Yurok language, culture, and community with the ability to work well with the public and diverse groups of people.
6. Must be organized and detail oriented.
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.
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

