Yurok Tribe
Job Description

**POSITION SUMMARY:**
The Assistant is under the direct supervision of the Council Operations Coordinator. This position performs general clerical support duties for the Council Operations Department. 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 department. The incumbent will maintain the office filing system, answer telephones, and disseminate information to the Yurok Community and general public as directed. The incumbent shall maintain a friendly, congenial disposition at all times.

**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. Assist with preparation of correspondence, forms, reports, meetings, and other materials from rough drafts 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. Prepare purchase requests as needed and submit to Fiscal. Must understand the purchasing rules of the Yurok Tribe and abide by them at all times.
5. Will prepare travel advances and make arrangements for the department and Tribal Council.
6. Maintains filing system. Files documents and retrieves them upon request from electronic filing system and Council official filing system.
7. Performs data input.
8. Assist with coordination of Annual Membership meetings, District meetings, dignitary meetings, events, etc.
10. 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.
11. Responsible for ordering and storing all office supplies.
12. Process department staff time sheets and Council vehicle mileage forms.
13. Responsible for coordinating with Tribal Council on logistics for District meetings including mailing of notices.
14. Assist in maintaining the Tribal Council calendar.
15. Assist in maintaining Council Support logs (resolutions, minutes, actions items, etc...)
16. Performs other related duties as assigned.

**JOB TITLE:** Assistant I
**JOB GRADE:** 4
**REports TO:** Council Operations Coordinator
**STATUS:** Non-Exempt
**LOCATION:** Willow Creek
**DEPARTMENT:** Council Operations
**DIVISION:** Executive Branch

**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

**SALARY RANGE:** $18.15-$23.68

Updated 1/2024
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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:
None.

MINIMUM QUALIFICATIONS:
1. Ability to keyboard at a rate of 30 WPM.
2. Ability to answer a multi-line telephone system.
3. Intermediate computer skills that include knowledge of Microsoft office.
4. Knowledge of filing systems that includes electronic filing.
5. Must understand the meaning of confidentiality.
6. Intermediate general office management skills.
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).

Updated 1/2024
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