



Yurok Tribe

Job Description

JOB TITLE:	Administrative Assistant		
JOB GRADE:	4	REPORTS TO:	Office Manager
STATUS:	Non-Exempt	LOCATION:	Klamath
DEPARTMENT:	Tribal Prosecutor Office	DIVISION:	Executive Office
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$18.15-\$23.68		

POSITION SUMMARY:

Under the general supervision of the Prosecutor, the Administrative Assistant is responsible for providing administrative assistance and support to the Yurok Tribal Prosecutor, as assigned.

DUTIES AND RESPONSIBILITIES:

1. Receives and screens visitors, telephone calls and electronic correspondence; responds to inquiries on a variety of matters.
2. Inputs, retrieves, updates, and deletes information using computerized databases.
3. Maintains daily, weekly, monthly, and yearly calendars and schedules.
4. Maintain confidentiality at all times.
5. Prepare departmental purchase orders in compliance with procurement policies.
6. Purchase and maintain office supplies and equipment inventory.
7. Track program expenditures.
8. Provide transportation and other supportive services.
9. Communication with Fiscal, Human Resources and other departments as necessary.
10. Organize and update client files when needed.
11. Assist with compiling data for department and federal agency reports.
12. Provide program information on request.
13. Travel when requested for community outreach and training purposes.
14. Make travel arrangements for staff to attend meetings, conferences, or other ventures.
15. Provide administrative duties directly to the Prosecutor, and other staff as needed.
16. 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.

MINIMUM QUALIFICATIONS:

1. Experience and knowledge of Microsoft Office products such as Outlook, Word, Excel, etc.
2. Detail oriented, accurate, organized, and able to work independently and as part of a team.
3. Perform basic arithmetic calculations.
4. Ability to work in a fast paced and team-oriented environment.
5. Ability to consistently produce timely and accurate work.
6. Must be dependable, reliable, and trustworthy.

7. Ability to maintain strict confidentiality of all court and case files.
8. Experience dealing with individuals in crisis including strong customer service skills and the ability to defuse tense situations.
9. Ability to establish effective working relationships with the court, law enforcement, social service agencies and the tribal community/clients.
10. Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal members, all levels of tribal staff and management.
11. Must be and remain impartial to all staff, victims, and respondents.
12. Must have a working knowledge of commonly used office machines and computer software including multiple line telephones, voicemail, document shredder, computer email, internet, copier, printer, and fax machine as used to complete office work tasks.
13. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture, and values.

SUPERVISORY RESPONSIBILITIES:

None.

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).

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

