



Smith River Rancheria Position Description

Title: Administrative Assistant
Class: Administrative
Status: Full Time
Supervisor: Cultural Department Director
Effective Date: June 2012

Department: (08) Cultural
FLSA: Non- Exempt
Pay Grade: III (\$10.12-\$14.28)
Subordinates: None

Position Summary:

The Administrative Assistant assists the Cultural Department Director in the performance of his/her duties. Duties include, but not limited to: coordination of staff travel and training, filing documents, etc.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Draft documents, letters and memorandums.
- Assist Cultural Department Director in preparing job descriptions and scheduling performance evaluations.
- Establish and maintain current and accurate files.
- Is the primary Assistant to the Cultural Department Director, including assisting in maintaining the Cultural Director's calendar and maintain orderly office functions.
- Coordinates, communicates and follows-up on various assignments of staff
- Attend meetings as requested.
- Assist in tracking and implementing internal and external reporting systems.
- Assist in researching policies and procedures as necessary for proper functioning of programs and departments.
- Assist in preparing and submitting quarterly progress narrative reports to all funding agencies, as required of those contracts and/or grants.
- Assist in any other task as directed by the Cultural Department Director.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

None.

Minimum Qualifications:

- High school diploma or equivalent (GED) is required.
- Knowledge and understanding of common office practices and procedures is required.
- Must be proficient in the use of computers and related software and other office equipment, required.
- Must possess good communication skills, both orally and in written format, required.
- Knowledge and experience in the documentation of program activities is preferred.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver’s license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Works in office areas as well as throughout the facility. Sits, stands, bends, left, and moves intermittently during working hours. Interacts with residents, family members, staff, visitors, government agencies/personnel, etc., under all conditions/circumstances. Is subject to hostile and emotional upset residents, family members, staff, visitors, etc. under all conditions/ circumstances.

Drug Free Work Environment:

Per Federal regulations, must submit to and pass a pre-employment drug and alcohol screening test as well as participate in random drug testing throughout employment.

Employee’s Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____