



Smith River Rancheria Position Description

Title: Administrative Assistant
Class: Clerical
Status: Full Time
Supervisor: Project Manager
Effective Date: October 2013

Department: CFS (2)
FLSA: Non-Exempt
Pay Grade: III (\$10.42 - \$14.70)
Subordinates: None
Funding: Grant Funded

Position Summary:

The Community and Family Services (CFS) Administrative Assistant will administer and coordinate the day to day administrative activities of the Workforce Development and Leadership program pursuant to the objectives of the 2013-2016 Administration for Native Americans (ANA) Sustainable Employment and Economic Development Strategy (SEEDS) grant. Under general supervision, the Administrative Assistant performs common administrative duties as assigned. Assigned duties may include: creating and typing reports, creating and implementing file systems and data base systems, scheduling, reading and responding to business and facsimiles correspondences. The Administrative Assistant is expected to work as part of a team to further the mission and goals of Smith River Rancheria and the Community and Family Services Department.

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

- Assists Director, Project Manager, Social Workers, Program Specialists, and program staff in the performance of their daily activities.
- Performs clerical duties; including but not limited to, answering telephones, typing, filing, service tracking, record keeping and receptionist functions.
- Draft documents, letters and memorandums as directed.
- Coordinates department information such as time sheets, travel arrangements, purchase orders, vendor payment requests, expenditure tracking and meeting agendas and minutes.
- Maintains and balances petty cash bank.
- Attends scheduled and unscheduled meetings as requested.
- Assist in preparation and submission of regular periodic reports and special reports.
- Participates in CFS Department training, as directed.
- Promote, establish and maintain a positive working relationship with clients, their families, staff and our partner agencies.
- Perform social service activities such as client intakes, screenings, group facilitation, and case notes; assist clients in case plan activities.
- Act as mentor, chaperone, and role model for youth.
- Drive agency vehicle.
- Participate in local and out of town youth leadership activities.
- Plan and execute meetings, events, and project activities, including cooking.
- Adhere to strict client and worker confidentiality, in accordance with policy, at all times.
- Assist with operation of CFS library.

- Support overall CFS operations by assisting in any other task, as directed by the supervisor.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High School diploma or equivalent (GED).
- One year relevant experience or specialized training.
- Computer skills: must have competency in Microsoft Office Suite and other software/hardware associated with modern business offices.
- Ability to effectively operate modern office equipment associated with the position such as a computer, fax machine, copy machine and voice mail system, etc.
- Ability to speak, read and write English fluently and have the ability to communicate effectively verbally and in writing.
- 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 staff, clients and the general public.

Mathematical Skills:

Ability to work with mathematical 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 variables in differential situations.

Certificates, Licenses, Registrations:

- Must possess and maintain a valid state-issued driver's license, submit a DMV clearance and be eligible for Tribal vehicle insurance.
- Must possess and maintain Food Handler's Certification.
- Must possess and maintain First Aid and CPR Certification.
- Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle or feel. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/or move 50 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

Work Environment:

Work is performed primarily in an office environment, with infrequent interactions at client's residence, other Tribal offices, schools or other private or public agencies. The work may involve a high level of interaction with Tribal members, their families and other professionals. Work activities will include evening, weekends, and occasional out of town travel.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____