



Tolowa Dee-ni Nation Position Description

Title: Office Assistant

Class: Clerical

Status: Full Time

Supervisor: Operations Manager

Effective Date: April 2015

Department: (01) Administration

FLSA: Non-Exempt

Pay Grade: III (\$10.42 – \$14.70)

Subordinates: None

Grant Funded: No

Position Summary:

Performs a range of basic office support activities for the Tribal Administrative Office, such as answering phones and directing calls, greeting and directing visitors, answering questions and performing routine clerical, data entry, and/or word processing work as assigned. Employee may be assigned to any department on a rotating basis as need arises.

All Tolowa Dee-ni Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

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

- Answers telephones, routes calls, take messages, and provides general information; greets and directs visitors; answers routine inquires; maintain log of inquires as required.
- Opens, routes and logs all incoming and outgoing mail and Fax's; distributes correspondence and other material to department staff as backup to the receptionist.
- Performs a variety of routine typing assignments as appropriate to the position; operates a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters.
- Copies and/or duplicates materials as requested; may oversee day-to-day operation of copy machine; prepares and transmits facsimiles for the Tribal Office.
- Establishes, maintains, processes, and/or updates files, records, and/or other documents, as directed.
- May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position.
- May schedule or assist in scheduling Howonquet Hall Community Center and Rowdy Creek Park.
- May order, stock, and distribute office and kitchen supplies, as well as postage for the postage machine.
- Mail pick-up and drop-off at the Casino.
- Archive newspaper articles
- Writing receipts and maintaining receipt books as well as monitoring cash as required by the Fiscal Department as a backup to the receptionist.
- Draft PRF and PO's as required.

*Pay rate updated 2014 to reflect COLA

- Primarily responsible for TDN vehicle scheduling, locking gate and scheduling routine maintenance.
- May run various routine errands, as required, for the Tribal Office or any department.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High school diploma or equivalent (GED); some college preferred.
- 1 year experience in an office environment.
- Must be a team player with the ability to multi-task in a fast paced working environment.
- Ability to work with and handle Tribal members, clients, and various customers under stress in a professional manner.
- Knowledge and understanding of common office practices and procedures.
- Must be proficient in the use of computers and the Microsoft Office software programs.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide.

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. 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.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____