



Tolowa Dee-ni' Nation Position Description

Title: Administrative Assistant II
Class: Non-management
Status: Full-time
Supervisor: Program Manager
Grant Funded: Partial

Department: Community & Family Services
FLSA: Non-exempt
Pay Grade: 3 – 4 (\$11.27 – \$18.30)
Subordinates: None

Position Summary:

This position supports the Community and Family Services Department and the staff. Provides office services by implementing administrative systems, procedures, policies and monitoring administrative projects.

Essential Duties and Responsibilities:

1. Work in a confidential and client centered relationship with management, staff and clients.
2. Prepare letters, presentations and reports.
3. Compile data from numerous sources and produce summary reports as required.
4. Establish and maintain program or project files.
5. Receive and prioritize telephone calls, correspondence and other mail, including routing mail and other inquiries to the appropriate personnel.
6. Maintain calendar of events and activities.
7. Schedule and arrange appointments, staff meetings and/or conferences.
8. Prepare agendas and materials for departmental meetings; take notes and prepare minutes of such meetings.
9. Coordinate travel and off-site training for department personnel.
10. Assist with preparing and tracking program/project budgets.
11. Assist and provide intermittent coverage to CFS clerical staff and the Program Technician.
12. Provide assistance Tribal Citizens upon referral by CFS Program or project staff
13. Manage and balance petty cash funds.
14. Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.
15. Other duties as assigned.

Minimum Qualifications:

1. High School diploma or equivalent (GED).
2. One year relevant experience or specialized training.
3. Computer skills: Competency in Microsoft Office Suite and other software/hardware associated with modern business offices.
4. Effectively operate office equipment such as computer, fax machine, copy machine and voice mail system.

5. Must submit to and pass a pre-employment drug and alcohol screen.
6. Qualified American Indian Preference Applies.

Language Skills:

Ability to speak, read and write English fluently and have the ability to communicate effectively verbally and in writing.

Mathematical Skills:

Ability to work with mathematical concepts, ability apply concepts such as fractions, percentages, ratios, and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Certificates, Licenses, Registrations:

1. 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 30 pounds and occasionally lift and/move 50 pounds.

Vision Requirements:

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

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. 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. Some evening and/or weekend shifts required. Occasional out of town travel may be required.

Additional Employment Conditions:

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, for-cause, and post-accident drug and alcohol testing.

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.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____