



Tolowa Dee-ni' Nation Position Description

Title: Administrative Assistant
Class: Non-management
Status: Full-time Regular
Supervisor: Administrative Analyst
Effective Date: October 2013

Department: Community & Family Services
FLSA: Non-exempt
Pay Grade: 3.2-4 (\$11.22-\$17.59)
Subordinates: None
Grant Funded: No

Position Summary:

Under general supervision, the Administrative Assistant performs common administrative duties which may include: creating and typing reports, creating and implementing file systems and data base systems, scheduling, and 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 Tolowa Dee-ni' Nation and the Community and Family Services Department.

All Tolowa Dee-ni' Nation employees are at-will employees.

Essential Duties and Responsibilities:

- Clerical duties which may include, but are not limited to, answering phones, typing, filing, service tracking, record keeping, and receptionist functions.
- Provide exemplary customer service to clients.
- Draft documents, letters, memorandums, and event communications.
- Coordinate department paperwork such as timesheets, travel arrangements, purchase orders, vendor payments, expenditure tracking, setting meeting agendas, and taking and distributing minutes.
- Maintain and balance petty cash bank.
- Represent department at scheduled and unscheduled meetings, as requested.
- Assist in preparation and submission of regular periodic and special reports.
- Participate in training, as advised or requested.
- Maintain and coordinate vehicles to include use and maintenance needs.
- Promote, establish, and maintain a positive working relationship with clients, their families, staff, and partner agencies.
- Plan and execute meetings, events, and project activities.
- Adhere to strict client and worker confidentiality, in accordance with policy, at all times.
- Temporary or permanent duties and responsibilities may be added to, or modified as necessary.

Supervisory Responsibilities:

None.

Minimum Qualifications:

- Must be able to perform all essential duties and responsibilities.
- High school diploma or equivalent (GED).
- One year of 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 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.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

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, and be eligible for Tribal vehicle insurance.
- Must possess and maintain, or be able to obtain within 90-days, Food Handler's Certification.
- Must possess and maintain, or be able to obtain within 90-days, 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).
- Distance vision (clear vision at 20 feet or more).

- 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.

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.

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 therein. 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: _____