



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130

POSITION DESCRIPTION

Position: Tribal Administrative Assistant II
Date of Announcement: 07/29/2016
Closing Date: 08/09/2016
Hours: 8:00 a.m. - 5:00 p.m. (40hrs)
Salary: \$12.00- \$13.00 DOE

GENERAL STATEMENT OF RESPONSIBILITIES

Under the guidance of the Tribal Office Manager, the Tribal Administrative Assistant II supports the day-to-day operations of the Tribal Office.

DUTIES INCLUDE:

1. Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
2. Assists in processing applications for reimbursement programs.
3. Processes applications for financial assistance programs.
4. May assist in processing applications in accordance with all SIR Ordinances.
5. Prepares and distributes letters to individuals who are in non compliance of receipt submission for financial assistance programs.
6. Responsible for maintaining the balance of all financial assistance programs.
7. Maintains strict tribal office confidence and protects operations by keeping information confidential.
8. Prepares correspondence, reports, minutes, and various other materials when requested.
9. May be required to assist in processing receipts of all payments; delivering receipts to Fiscal every Friday as well as the last day of each month.
10. May be required to assist in delivering payments to local vendors / agencies.
11. May be required to assist in logging and distributing mail/fax correspondence and keeps all mail/fax logs current.
12. Contributes as a team player in processing Tribal Office mailers.

13. May be required to assist in the identification and control of keys held by the Tribal Office.
14. Prepares Tribal Business Council meeting packets.
15. May be required to assist in obtaining articles for the quarterly Tribal Newsletter and preparing the same.
16. Prepares office supply orders for approval and sends same to the Fiscal Department for processing.
17. Attends Tribal Business Council meetings and takes minutes.
18. Prepares and submits formal Record of Board Actions within three business days following Tribal Business Council meetings.
19. Prepares and submits formal Minutes within seven business days following Tribal Business Council meetings.
20. Maintains an all staff calendar of Tribal Business Council meetings as well as a Tribal Office calendar with detailed schedules of the Tribal Business Council, Tribal Administrator, and Department Heads / Program Managers.
21. Prepares travel paperwork for the Tribal Business Council and submits to the Fiscal Department for processing.
22. Assists in the preparation of all Tribal Office records, on an annual basis, for transport to storage.
23. May be required to assist in reviewing the local newspaper each week and collecting SIR related articles for filing/historical reference.
24. Coordinates the Tribe's census and maintains a cooperative relationship with the Federal Census Bureau.
25. Prepares and distributes Tribal Business Council meeting packets three business days prior to scheduled meetings.
26. Maintains filing system.
27. Contributes to team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
28. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent.

2. Two years of documented office experience.
3. One year experience taking and transcribing accurate meeting minutes.
4. Ability to type 40 words per minute.
5. Computer experience in various kinds of software including, but not limited to, word processing and spreadsheet programs. Must pass pre-employment typing, filing, proofreading, MS Word, and Excel exams (with a minimum passing grade of 80% on each test).
6. Able to lift and carry 30 pounds.
7. Knowledge of office procedures and machines.
8. Ability to work well under pressure and meeting deadlines.
9. Good written and verbal communication skills.
10. Be flexible and willing to take direction.
11. Ability to resolve conflicts and maintain a positive work environment.
12. Ability to use tact, courtesy, discretion, resourcefulness, and good judgment in handling issues of a sensitive nature.
13. Willing to travel for training.
14. Possess a valid driver's license with no more than 5 MVR points and insurable as determined by the Susanville Indian Rancheria insurance provider.
15. Not be a registered sex offender and must not have any convictions for any offenses involving force, duress, threat or intimidation.
16. Not have been convicted during the preceding seven years of any offenses relating to the use, sale, possession, or transportation of narcotics, drugs, or alcohol.
17. Preference will be given to Native Americans.