



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	February 5, 2026
CLOSING DATE OF ANNOUNCEMENT:	February 15, 2026
POSITION TITLE:	Administrative Assistant (Public Works)
SUPERVISES:	No
STARTING SALARY:	\$19.09 to \$23.86 (Depending on Experience)
GRADE:	8
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package *See below
SUBJECT TO P.L. 101-630:	No

GENERAL STATEMENT OF RESPONSIBILITIES:

Provides administrative support for the Director of Public Works and Facilities Manager for the day-to-day operations of the Public Works Department.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Manages the schedule/calendars, screening and handling telephone communications, greeting and directing visitors, dealing with administrative problems and inquiries as appropriate, writing and preparing documentation and correspondence for the department, reviewing and controlling incoming and outgoing correspondence, and following-up on operational commitments.
- Oversees and administers the day-to-day activities of the department by following policies, procedures, and systems which ensure productive and efficient department operation.
- Serves as a primary point of direct administrative contact and liaison with other departments, individuals, and external institutions and agencies on a range of specified issues.
- Monitors, reconciles, and assists with fiscal administration for the department, including but not limited to budgets, funding, grants, contracts, and/or purchasing.

- Establishes, updates and maintains department's files, inventories, and records; implements and maintains data management systems as required.
- Maintains the schedule and reconciles mileage logs for the tribal fleet program. Assists with coordinating the tribal transit program.
- Prepares and organizes bid-packets and RFPs (Request for Proposals) documentation.
- Assists the tribal recording officers and the land recording office.
- Assists in the key control system for all tribal building keys.
- Coordinates the use of Susanville Indian Rancheria facilities and maintains the facility usage calendar.
- Provides historical reference by utilizing filing and retrieval systems.
- Gathers enters, and/or updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office.
- Drives a fleet vehicle while performing job duties.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

Ability to work well under pressure and meet deadlines.

Skill in organizing resources and establishing priorities.

Strong interpersonal skills and the ability to work effectively with a wide range of individuals.

Ability to communicate effectively, both orally and in writing. Ability to create, compose and edit written materials.

Ability to gather data, compile information, and prepare reports.

Ability to use tact, courtesy, discretion, resourcefulness, and good judgement in handling issues of a sensitive nature.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.

3. Must pass a pre-employment background check.
4. Must pass pre-employment drug test.
5. Must have a valid CPR card or be able to obtain within sixty (60) days of hire date.
6. Must have one (1) to three (3) years of similar or related experience, with a minimum of one (1) year of documented office experience.
7. Must be able to type thirty (30) words per minute.
8. Must pass pre-employment tests in filing, proofreading, MS Word and Excel at a passing grade of 75% on each test.
9. Must be able to lift thirty (30) pounds.
10. Must be willing to travel for training.

WORKPLACE ENVIRONMENT:

1. **PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
2. **WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

1 st Preference:	Enrolled member of a Federally Recognized Tribe.
2 nd Preference:	Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3 rd Preference:	All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases; eligibility for annual merit increases; sixteen paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **And/Or** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to ewadley@sir-nsn.gov or faxed to [530-251-1895](tel:530-251-1895) or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.