



SIRCO

SUSANVILLE INDIAN RANCHERIA CORPORATION

JOB ANNOUNCEMENT POSITION DESCRIPTION

DATE OF ANNOUNCEMENT: March 9, 2026
CLOSING DATE: March 23, 2026

POSITION: Administrative Assistant
SUPERVISES: No
STARTING SALARY: \$20/HR up to \$26/HR
FLSA STATUS: Non-Exempt
NUMBER OF POSITIONS: 1
STATUS: Permanent
HOURS: Full-Time
LOCATION: Herlong, California

POSITION SUMMARY

The Administrative Assistant will organize and coordinate office administration and procedures, to ensure organizational effectiveness, efficiency, and safety. The Administrative Assistant will provide a variety of duties and administrative services designed to assist SIRCO and Entity Managers.

RESPONSIBILITIES / PERFORMANCE EXPECTATIONS

1. Administration:

- Provides the administrative support needed to control actions, projects and the resolution of a variety of problems related to actions assigned by any SIRCO entity.
- Applies knowledge of the organization, mission, and functions of the SIRCO business operation.
- Complete tasks assigned by SIRCO Operations Manager.
- Assisting with draft memos, letters, and related tasks.
- Records management.
- Oversee employee timecard processes.
- Distribution and dissemination of incoming & outgoing mail.
- Serves as the hand receipt holder for the SIRCO Office, ensuring accountability for office property.
- Support other employees or managers.
- Knowledge of requirements for staffing actions.
- Manages office telephone calls and visitors to the SIRCO office.
- Maintains calendar of events that may include conferences, meetings, briefings, etc.

- Coordinates and documents all travel arrangements for SIRCO Board of Directors and the Operations Manager.
 - Organize office layout and responsible for ordering supplies & equipment.
- 2. Accounting Specialist:**
- Data Entry, assisting with Payroll, verifying entries, and similar duties
 - Work in conjunction with the current accounting firm to ensure accuracy and timely dissemination of fiscal documents.
 - Other accounting duties assigned by the SIRCO Operations Manager.
- 3. Knowledge Skills and Abilities:**
- Knowledge of office management systems and procedures.
 - Knowledge of Microsoft Applications, DropBox, Zoom, and Google Applications.
 - Knowledge of Native American Communities, their organizational structure, and basic understanding of Tribal Laws and regulations.
 - Working knowledge of Software Applications such as QuickBooks.
 - Ability to partner with management, facilitate, and individually support the resolution of conflict and maintain positive a work environment.
 - Excellent written and verbal communication skills.

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 a pre-employment drug test.

WORKPLACE ENVIRONMENT:

PHYSICAL SAFETY: The work requires minor physical exertion, such as short periods of standing, walking over rough / uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of lightweight objects with infrequent bending or stooping.

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 Corporation will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

1st Preference: Tribal Member Preference

2nd Preference will be given to Native Americans (42 CFR 36.221)

3rd Preference: Documented proof of Veteran's status, i.e. DD-214 or Veteran's Benefits Card

HOW TO APPLY AND APPLICATION REQUIREMENTS

All applicants are required to submit a completed application. Applications can be found on our website at: WWW.SIRCORPORATION.COM.

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

1. Completed SIRCO Application
2. Copy of your High School Diploma AND 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 DD-214 or other proof of Veteran status, if claiming Veteran Preference

Complete applications can be mailed to or dropped off in person at SIRCO located at 447-160 Lassen Ave., Herlong, CA 96113, Monday through Friday from 8:30am to 4:30pm. They may also be emailed to EALLISON@SIRCORPORATION.COM or faxed to (530) 725-4088 NOTE: All applications must be **received** no later than **4:30pm** Pacific Standard Time on the cut-off date listed on the announcement.