

Administrative Assistant

Reports To: Human Resources Manager

Location: Happy Camp Administration Office

Salary: \$9.00 to \$14.00, depending on experience

Summary: The Administrative Assistant, under direct supervision, will provide administrative and clerical support to the Tribal Council, Human Resources Manager, and Executive Director of Health and Human Services, as required. This will include scheduling appointments, filing, and other organizational duties.

1. What are your typical job responsibilities?

- I take minutes for a couple committees including, the Karuk Community Development Corporation and the Health Board, but may fill in covering meetings when I'm needed,
- I work for up to nine (9) Tribal Council members on any of their tasks and/or projects,
- I type and correspond with outside agencies on behalf of the Tribal Council or staff,
- I track and organize the Tribal Council's schedules including their main meetings (Council / Health Board) additional meetings and side meetings developed to meet program needs,
- I develop monthly Tribal and Health Board meeting agendas,
- I correspond and assist Tribal Members on their needs and desires to seek assistance from the Tribe,
- I complete phone votes of the Tribal Council for requests of an emergent nature that may not wait for a meeting setting,
- I coordinate all luncheons for committees from the ICW Committee to the Council's planning meetings... whatever happens to comes up,
- I fill in for the Human Resources Manager and Administration Receptionist when they are out of the office,
- I review and distribute all incoming mail for the Tribal Council each day,
- I oversee agreements for use and rental of the Tribe's equipment,
- I work a limited amount of hours per week for one of the Tribe's contracting attorneys,
- There is no limit to the scope of work I do; I work for the Health Program, Administration and Tribal Council.

2. How do you *really* spend your day?

I spend my day typing, communicating and running! My duties are never limited to one program or position. I work for the Health Program; currently I'm drafting the 2007 Patient Handbook for the entire health program. I work for the Administration office, which are my daily duties and assignments. This position includes, but is definitely not limited to, filing, researching, typing, drafting letters, attending and taking minutes for meetings, developing council meeting agendas and meeting outcome follow up. I take the minutes for the KCDC board and work with their staff on projects assigned by the KCDC board. Lastly, I work for the Tribal Council. I am assigned to their projects based on the need for assistance. I draft letters, contact individuals on their behalf and attempt to oversee their scheduling.

3. How do you organize your day to ensure you get everything done?

There are times when my office feels like I have a swinging door. But.... believe it or not, I am a true believer in post its. Its old fashioned I know, but if I write it down and post it on my desk; I'll constantly be reminded to watch for pressing deadlines. I remember my time frames pretty well, and I have color codes for each Council Member to track them easily. I have memorized cell phones, message phones and home numbers for the entire Council to contact them in a moments notice (they are very tricky though).

I begin each morning with voicemail, inter-office mail and email follow up. If the Chairman is in the office then I check in with him to provide an overview of what we're working on. However, if there are Council members on travel status they will begin to check in so that we're all aware of current status on projects or up to speed on upcoming meetings.

In the afternoon, I take inventory of assignments for the next day. This allows me to plan more efficiently the tasks I must complete and correspond with the Tribal Council on upcoming events or projects and also time sensitive issues that have arisen in that day.

It is fair game for my schedule to change at any moment.

4. What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

I previously worked for our Health Program in the Quality Management department as the Quality Manager/HIPAA privacy officer. It was stressful, but definitely taught me how to roll with changing times. I became a certified compliance specialist and monitored several positions to determine their compliance. I developed steps to make that position more stream lined, but I believe it was in that time that I learned to communicate effectively with all different types of people, develop programs, analyze statistics, and overcome time constraints. In taking this Administrative Assistant position, I have become more rounded and use the developments that lead me to taking this position. I traveled a lot previously – I mean a lot! I was ready to stay close to home and still maintain a working schedule. My husband and I have two young daughters that need their mother a little closer to home. My schedule now leaves more time in the Happy Camp area, but I am still in meetings until late in the evening.

I love the Happy Camp area and couldn't imagine living anywhere else....

5. Uppers; what is the thing that you love most about your job?

I love how my job changes and challenges me. I love that I can assist the people that assist all of the Karuk people. There is a sense of pride working for Tribal people and people in general.

6. Downers; what is the thing that you love least about your job?

?? – It is very unprofessional to name the things you love least about your position.... But I'll tell you this on the down low (I don't like people yelling at me on the phone)!!

7. What inspires, excites, and/or motivates you in your job?

My motivation comes from thinking outside the box and figuring things out. There are obstacles and challenges and time frames that seem impossible. When you make the impossible possible it is exciting. When I have sincere messages of thanks it is inspiring and

just knowing that you participated in something that made a difference to one person it is fulfilling. There is a big difference in working for a Tribe and not a corporation and I enjoy it.

8. What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

My work week I jokingly say includes four Monday's. I attend several meetings that are after 5 pm or during work that leave my regular duties on pause, but still need accomplished. On average I work anywhere from a regular 40 hour work week to 50+ hour work week. I am expected to work for nine Council Members, staff and attend to my general office work. I fill in for the Human Resource Manager and the Administrative Receptionist when they are out of the office. When I have meetings and other staff to cover for, I have become pretty good at working from wherever I can.

9. How do you relieve stress?

I do not believe I have mastered stress relief tactics just yet. I have learned that I need to leave work at work. What seems to be my source of pride, (working for our Tribal people), is also a concern that I take home with me. There is always a moment when I feel I could have done something more. Stress relief and separating my Tribal Member self from my Tribal employee self, is challenging.

10. Does your job include a lot of traveling? Do you enjoy it?

I don't travel so much anymore and I'm very thankful for it. My schedule has me attending meetings in the Yreka or Orleans area sometimes, but never too far from home. Sometimes it's hectic traveling to Yreka or Orleans to cover meetings and traveling home at 11 pm at night. I arrive home to a dark and sleeping house around 12:30 am. There really is minor travel, but when there is... it seems to be in the evenings and in within the tribe's territory.

11. What advice would you give to someone interested in this line of work?

I would advise anyone interested in any line of work consisting of "assistant" to become self motivated, well rounded, a quick thinker, and very resourceful. When contacting any office you have to place yourself in a position to communicate with Senators, Attorney's, other entities, and especially individuals from many different backgrounds. It is very versatile, so be ready. Also, it is imperative to multi-task. There are projects, phone calls and correspondence that must be completed while you're in a meeting typing minutes. Always remember that it is an assistant's job to make others look good and understand the value in that.

12. What does a typical day in your world look like?

I get up anywhere from 6:30 – 6:45 am. I have two daughters to get up and ready to meet their day. If I was in a meeting late the night before, it doesn't mean that there aren't tasks to complete the next morning, so I still must report to work ready to hit the ground running. When I arrive at my office I start my day with follow up. I read and respond to email, read and review inter-office mail, and check and return voice messages. I complete minutes for a couple committees, letters for individual Council Members, requests from Tribal Members and outside agency communication and remain in contact with the Council wherever they may be. In a day I might have two meetings or one after five that I must prepare for, but they are for other entities of the Tribe, so I must stay on track with my regular duties and still provide assistance to staff, programs and others ensuring they receive the same quality assistance. I may have eight hours of typing to do and one hour to complete it, but it is my job to assist where I am needed.

For example, this interview survey benefits the ANA grant objectives, so I am happy to assist in meeting its goal. However, I still have my regular job duties to complete... I still enjoy it!