

Self Governance Clerical Assistant

Reports To: Self-Governance Director/Tribal Court Project Administrator

Location: Happy Camp Administration Office

Salary: \$9.00 to \$10.00, depending on experience.

Summary: The Self Governance Clerical Assistant, under direct supervision, shall assist Self Governance Director/Tribal Court Project Administrator.

1) What are your typical job responsibilities?

- ❖ Keep track of resolutions, policies, bi-laws, and ordinances.
- ❖ Make sure that the Monthly Planner is current.
- ❖ Assist Chairman and Self-Governance Coordinator with travel arrangements.
- ❖ Assist Self-Governance Coordinator with Compacts, Annual Funding Agreements, and other contracts.
- ❖ Assist with MOA's, MOU's, and Cooperative Agreements as they relate to Tribal, Federal, State, and other governmental authorities.
- ❖ Work with Coordinator to track, analyze, and comment on pending legislation as it related to Federal Trust Responsibilities and Tribal interests.
- ❖ Shall assist in scheduling of Self-Governance negotiations and/or related meetings with Federal, Tribal, agencies, and other governments.
- ❖ Assist with all written reports required by the Self-Governance Department.
- ❖ Assist with the preparation and distribution of correspondence to the Council from the Coordinator.
- ❖ Provide clerical support to the coordinator.
- ❖ Records management for land files/Realty.
- ❖ Provide Clerical Support for the Land office Manager.
- ❖ Assist with Fee-to-Trust transactions.
- ❖ Attend with or on behalf of Self-Governance or Land office all pertinent meetings related to these departments.
- ❖ Do Notary Services when needed for the Tribal offices as well as the community.
- ❖ Assist BIA and Tribal members with probates pertaining to "Trust" lands or Indian Money Accounts.
- ❖ Assist land office with land acquisitions, disposal, exchanges, rights of way and leases.
- ❖ Order needed office supplies.
- ❖ Assisting the Administration office by filling in as receptionist when needed.

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

Some days are very busy and I start my day off with making a list of what needs to be done, then I prioritize the list. I then work my way down the list, but as the day progresses I may have to change my priorities because things are always changing at the last minute. There are also times when what I think is a priority, my Supervisor may have another opinion. When this happens I will do what he needs me to do instead of what I may have been working on.

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

Like I said in question 2, I make a list each day. Sometime an item may be on the list for several days. But, I will get it done as soon as possible.

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 have always worked in the Health area of the Tribe. After getting married and moving away, my ex-husband and I wanted to be home by family. When I applied for a job the only one available was a Clerical Assistant. I got it and eventually was offer the Self-Governance Assistant job. It is not what I went to college for but I really like what I do.

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

- ❖ I feel very good about working for my people. I want the tribe to offer programs to help our people become more self-sufficient.

- ❖ I love meeting and talking with people. My supervisor has told me that I have the gift of gab. I am able to make connections that are very helpful for the tribe. For example, I was working on getting support from other tribes on some legislation and I was calling different tribes in California and I would get talking to them and before I hung up the phone I would have e-mail address and cell phone numbers.

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

- ❖ Self-Governance is the main aspect of the Tribe. This is largely over looked and not understood. However the right to self govern ourselves is what all tribes across the nation are striving to achieve and maintain. Our office is over in the middle of health (in a different building), when we should be working next to the Chairman, and more closely with the council.

- ❖ In this department you never feel like you are able to complete what you start. Many times you get a project and work very hard on it and then it is passed on to someone else and you move on to a new project. Self-Governance is very important to all other departments in the tribe. I look at it as more of a tool to assist the council and other departments.

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

I like having projects with time lines. I love having a chance to meet other people. I enjoy learning about new things, and in this department that happens all the time. But, most of all I like being challenged. Finding creative ways to problem solve, keep peace, and get along with others.

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

This is always changing. I work 40 hours per week. I go to at least one meeting a week at the minim. I try and keep my travel to a minim, but I still end up going on at least 4 big travels a year.

9) How do you relieve stress?

I like to read, watch movies, cook, hang out with friends, and spend time with my children.

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

Yes, it does include a lot of travel. My supervisor is on travel most of the time, so I try and stay in the office as much as possible. I do enjoy traveling, but it is hard being gone from my children.

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

If you are a people person this is a great job. It takes an out going personality to make a good connection with other. This job is a lot of asking other for favors and giving favors in return.

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

A typical day in my world is as following:

I enter my office and turn on my radio.

I then turn on my computer.

While my computer is starting I check my phone messages.

I then check my e-mail to see if my supervisor has given me any new assignments.

I then make my list of things I need to do, and prioritize them.

As the day progresses I may have made changes to this list several times.

I go over to the Administration office and check our mail box usually 2-3 times a day. I usually do this and other things that need to be done at the Administration office on the same trip.

I usually try and do some filing at the end of the day; I am usually burned out at this time.

Anytime I need to call the east coast I do this in the morning, due to time zones.

I stay in touch with my supervisor through e-mail when he is not in the office.

I shut everything down and go home at 5:00 pm.