

POSITION DESCRIPTION

Title: Administrative Assistant

Reports To: Executive Director

Location: Happy Camp Administration Office

Salary: \$9.00 to \$15.00, depending on experience

Summary: The Administrative Assistant, under direct supervision, will provide administrative and clerical support to the Executive Director, Construction Manager, and other department directors as required.

Classification: Full Time, Regular, Non Exempt

Responsibilities:

1. Shall serve as Recording Secretary at Housing Committee meetings as requested.
2. Shall assist with preparation of Housing Resolutions as directed.
3. Shall provide clerical support and administrative assistance to Executive Director, Construction Manager, and other department directors as requested.
4. Shall prepare and deliver food for lunch meetings as requested.
5. Shall assist Committee Secretary with tasks as assigned.
6. Shall provide clerical support (e.g.; typing, word processing, filing, scheduling of appointments) to Executive Director and other staff as directed.
7. Shall, under the direct supervision of the Executive Director, poll Housing Committee members for duly authorized telephone votes.
8. Shall prepare construction contracts and place advertisements with Builder's Exchanges and appropriate newspapers as requested.
9. Shall prepare and maintain construction contract files.
10. Shall attend construction meetings as requested to record minutes and maintain attendance list.
11. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.

12. Shall assume receptionist duties on temporary basis, as needed.

13. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent; completed courses in typing, word processing, and possess computer skills; must have keyboarding speed of at least 45 WPM. Up to three years of clerical experience is preferred.
2. Must be a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
3. Must have demonstrated ability to speak clearly and assertively in face-to-face, as well as telephone communications.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must successfully pass a drug screening test and criminal background check.

Indian Preference Policy: In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring. Section 7(b) of the Indian Self-Determination and Education Assistance Act (Title 25 USC, Section 450 e(b)) will also be observed.

Committee Revised: July 26, 2004

Chairman's Signature: _____

Employee's Signature: _____