

POSITION DESCRIPTION

Title: 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.

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Responsibilities:

1. Shall prepare and distribute correspondence to the Tribal Council and Health Board as directed.
2. Shall prepare meeting agendas for Tribal Council and Health Board meetings for approval. Shall prepare meeting packets for all Tribal Council and Health Board meetings and ensure timely distribution.
3. Shall attend, record, and prepare meeting minutes for Health Manager's Meetings. Shall be required to distribute meeting minutes and agendas when requested to the appropriate contact within a timely manner.
4. Shall serve as liaison, between Health Program Managers and the Executive Director of Health and Human Services including; attending meetings, scheduling appointments and assembling assigned projects on behalf of the Executive Director of Health and Human Services, and/or Health Managers.
5. Shall distribute incoming mail for Tribal Council and Health Board as directed. Shall ensure copies are forwarded to appropriate Directors as requested.
6. Shall schedule appointments, and file documents for Tribal Council and Executive Director of Health and Human Services on a daily basis.
7. Shall monitor monthly schedules for Tribal Council and Health Board, including issuing reminders of upcoming meetings.
8. Shall serve as Recording Secretary for Health Board meetings and fill-in for Recording Secretary at Tribal Council as requested.

9. Shall issue and track Tribal Resolution numbers as requested.
10. Shall, under direct supervision, poll Tribal Council and Health Board members for telephone votes and prepare a written record for inclusion in meeting packets.
11. Shall assist with travel reservations for Tribal Council Members and Executive Director of Health and Human Services as requested.
12. Shall provide clerical support and administrative assistance to Tribal Council, Human Resources Manager, and Executive Director of Health and Human Services as requested.
13. Shall be available to assist the Low Income Assistance Program with application processing and follow up work at least one day each week.
14. Shall assist with coordinating accommodations for Tribal conferences, meetings, retreats, and training sessions as requested.
15. Shall ensure that all entities and pertinent individuals are informed of Tribal Council and Health Board meetings and locations in a timely fashion.
16. Shall prepare and deliver food for lunch meetings and other functions as requested.
17. Shall collect required bids for purchases of office equipment, including research as to dependability, required maintenance and warranty information, and product cost and forward to the Human Resources Manager for approval.
18. Shall assist in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit Tribal Offices prior to allowing them to see other staff; shall assist in obtaining necessary restraining orders against potentially dangerous individuals, as authorized by the Tribal Council.
19. Shall fill in for Administration Receptionist in his/her absence. Shall relieve Receptionist for morning and afternoon breaks.
20. 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.
21. 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 or demonstrated experience in typing, word processing, and other general 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.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised October 6, 2005/Revised October 27, 2005

Chairman's Signature: _____

Employee's Signature: _____