



**Vacancy Announcement**

**Title:** Human Resources Administrative Assistant  
**Reports to:** Human Resource Director  
**Location:** Yreka, CA  
**Salary:** Salary Grade 7, depending on experience  
**Classification:** Full Time, Regular, Non-Exempt, Non-Entry Level

**Summary:** Applicant will perform administrative duties for the operation of the Human Resources Department. This individual will handle a wide variety of complex and confidential situations and be responsible for confidential and time sensitive material. This position requires an applicant with excellent: written and verbal communication skills, clerical skills, advanced computer knowledge in the operation of Word, Excel, Databases and Power Point. This position requires the ability and/or experience to work on and complete multiple projects in an efficient and timely manner.

**Application Deadline: (Date) by 5pm**

Applications are available at all Tribal Offices or on the Internet at [www.rainrockcasino.com](http://www.rainrockcasino.com), just click on the tab for Employment link. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.rainrockcasino.com](http://www.rainrockcasino.com) or by contacting the Human Resource Department, Telephone: (530)331-8258, Address: 777 Casino Way, Yreka, CA 96097

Email: [dbernal@rainrockcasino.com](mailto:dbernal@rainrockcasino.com)



## Position Description

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<b>Location:</b>	Yreka, CA
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### Essential Duties and Responsibilities:

1. Responsible for development and maintenance of the filing system.
2. Answers telephone and provide information to callers in the absence of Director's and taking accurate information.
3. Requisition of supplies and equipment as necessary
4. Help HR Director prepare for board meetings and all other meetings as required.
5. Responsible for assisting HR Director in carrying out all directives.
6. Reviews various reports, surveys and studies in order to keep abreast of information and findings significant to the Director.
7. Compose correspondence, reports and information from notes and brief instructions.
8. Take detailed notes and minutes at meetings and distribute in a timely manner.
9. Coordinate with managers to review applications to identify qualified applicants to interview.
10. Ensure Native American Hiring preference is applied in accordance with the policy and procedures.
11. Produce, distribute, and maintain supplies for drug testing packets.

12. Coordinate new hire packets and ensure forms are current and available to compile.
13. Schedule interviews and provide completed interview packets.
14. Screen and refer candidates for additional interviews with other departments.
15. Prepare orientations training with all Team Members and new hires.
16. Maintain uniform inventory and issue uniforms to new hires.
17. Prepare and process onboarding of new hire team members.
18. Must maintain confidentiality of all information received.
19. Assists in maintaining, developing, and coordinating all job advertisements and in house job postings.
20. Postings and process invoices with outside newspaper and website vendors.
21. May assist Compliance with potential Team Member's with the gaming license process.
22. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
23. Available to work a flexible schedule when necessary.

### **Competencies**

1. HR Experience preferred
2. Communication.
3. Relationship Management.
4. Ethical Practice.

### **Level of Authority & Restrictions**

This position has no supervision responsibilities.

### **Work Conditions & Environment**

While performing the duties of this job, the employee regularly works in an office setting.

1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to multitask.
4. Must be able to handle mental and physical stress.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

### **Required Education and Experience**

A high school diploma or AA degree and 3 to 4 years of specialized experience that equips the applicant with the knowledge, skills and abilities to perform the duties of the position.

**Additional Eligibility Qualifications**

1. Demonstrated experience with MS Office products, particularly Excel.

**Veteran's Preference:**

It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_