



**PASKENTA BAND OF NOMLAKI INDIANS  
TRIBAL GOVERNMENT  
Administrative Assistant  
Position Description**

|   |                           |
|---|---------------------------|
| Reports to: Executive Director of Gaming Commission   | Open:03/16/2021           |
| Job Class: Non-Exempt; 40 hours per week  | Closes: until filled      |
| Email or fax resumes to: hr@paskenta.org  | Projected Start Date: TBD |
| <b><i>Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.</i></b> |                           |

**POSITION SUMMARY**

Performs a variety of administrative support duties for Executive Director and Gaming Commission. Responsible for calendar and general office management. Assignments involve work of a confidential nature and require knowledge of company practices and procedures.

**DUTIES & RESPONSIBILITIES**

1. Prepares letters, memos, presentations, and general correspondence, coordinates information from various staff and prepares appropriate documentation and follow-up. Attends meetings and takes minutes.
2. Orders and maintains administration office supply inventory following established cost-control procedures.
3. Maintain confidentiality of government and operational information.
4. Provide excellent customer service to internal and external stakeholders.
5. Primary receptionist to answer and transfer telephone calls to appropriate team members.
6. Takes and forwards accurate and succinct messages.
7. Create, document and communicate efficient office procedures
8. Develop and oversee general office administrative procedures, standardizing and communicating changes.
9. Create, edit and proof correspondence and reports independently.
10. Provide primary administrative support for commissions committees, boards, and public meetings of elected officials including meeting and agenda preparation, recording/promulgation of minutes and the coordination of committee compensation.
11. Primary point of contact for internal office equipment and computer service requests.
12. Assist with special projects or other administrative duties as needed.
13. Other duties as required or assigned by the Commissioners or the Executive Director.

### **MINIMUM QUALIFICATIONS**

1. A High School diploma or equivalent.
2. Minimum of three to five (3-5) years working as an Executive Secretary, Administrative Assistant, Receptionist, Call Center Customer Service experience or equivalent.
3. Must have strong organizational and multi-tasking skills.
4. Must be able to work well with others or alone, under minimal supervision.
5. Must be able to work well under pressure and strict deadlines.
6. Demonstrated experience in supporting management.
7. Experience in working with a Tribe is preferred.
8. Demonstrate clear knowledge of Paskenta Band of Nomlaki Indians structure, standards, procedures and protocols.

### **NOTE TO APPLICANTS**

Must meet the licensing requirements by the Paskenta Gaming Commission. Must have a Valid California driver's license. Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

### **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 required to stand, walk, sit, handle, or feel, reach with hands and arms, stoop, kneel, crouch, talk and hear. The employee will need to be able to lift at least 10 lbs. The employee will also need to have the visual abilities and physical dexterity to see and work with small and detailed electronic components.

### **WORK ENVIRONMENT**

While performing the duties of this job the employee is occasionally required to work near a moderate noise level. The employee may be required to work in an environment subjected to cigarette smoke. This position requires the ability to work non-conventional work hours.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.