



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

Reports to: Policy Administrative Manager	Open: 11/01/2021
Job Class: Non-Exempt; 40 hours per week	Closes: Until the position has been filled.
Email resumes to: HR@paskenta.org	Projected Start Date: December 1 st
<i>Preference given to Tribal Members of Paskenta Band of Nomlaki Indians.</i>	

POSITION SUMMARY

The Administrative Assistant will perform a wide variety of complex administrative duties under the direct supervision of the Policy Administrative Manager. The Administrative Assistant uses discretion and independent judgment to organize work effectively to meet critical administrative deadlines; completes projects and special assignments by establishing objectives, determining priorities, managing time, monitoring progress, problem solving and adjusting plans, documenting processes, finding efficiencies and managing communications to implement processes and very effective time management and communication skills for the organization.

DUTIES & RESPONSIBILITIES

1. Maintain confidentiality of government and operational information.
2. Provide excellent customer service to internal and external stakeholders.
3. Manage Tribal Government office email and post office in boxes.
4. Provide backup and relieve the Tribal Office Receptionist for breaks and lunches.
5. Takes and forwards accurate and succinct messages.
6. Set up, document, and communicate efficient office procedures
7. Develop and oversee general office administrative procedures, standardizing and communicating changes
8. Create, edit, and proof correspondence and reports independently.
9. Provide assistance in developing standardized communications with outside and internal contacts
10. Provide administrative support and coordination as needed.
11. Provide support and backup to Program Coordinator.
12. Coordinate membership distributions.
13. Manage third party hotel reservation requests.
14. Assist with special projects or other administrative duties as needed.

MINIMUM QUALIFICATIONS:

1. Minimum of three to five (3-5) years working as an Executive Secretary, Administrative Assistant, Receptionist, Call Center Customer Service or equivalent.
2. Demonstrated experience in supporting management.
3. Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.
4. Possess valid California Driver's License and be insurable by the Tribe.
5. High level of organizational skills, and ability to communicate effectively.
6. Demonstrated high level of time management skills and efficiency in office procedures.
7. High level of ability to act independently but maintain effective level of communication.
8. Demonstrated computer literacy, including proficiency in Microsoft Office software skills.
9. Excellent command of English language, spelling, grammar and punctuation.
10. Very strong interpersonal and effective communication skills, both written and verbal.
11. Principles and practices of record keeping ability to maintain accurate and up to date files for the office.
12. Ability to exercise discretion, maintain strict confidentiality and always adhere to the Tribal Code of Ethics.

NOTE TO APPLICANTS

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 regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting. The noise level in the work environment is usually low to moderate. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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,

Paskenta Band of Nomlaki Indians
Administrative Assistant

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.