



**TRIBAL GOVERNMENT**  
**Office Assistant**  
Position Description

Reports to: Policy Administrative Manager	Open: Immediately
Job Class: Non-Exempt; Part Time	Closes: Until Filled
Email resumes to: HR@paskenta.org	Projected Start Date: TBD
<i>"Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Band's Preference Policy (<b>Chapter 1-715</b> of the Paskenta Band of Nomlaki Indians Tribal Policies). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage."</i>	

## DESCRIPTION & DUTIES

The Office Assistant is responsible for performing a variety of administrative duties and will complete special projects and assignments in a timely fashion. The ideal candidate will adapt to frequently changing assignments and workloads.

## DUTIES & RESPONSIBILITIES:

- Maintains confidentiality of government and operational information.
- Manages and prioritizing a variety of projects.
- Provides excellent customer service to internal and external stakeholders.
- Collects and distributes mail.
- Provides back up for breaks and lunches to the Administrative Receptionist.
- Takes and forwards accurate and succinct messages.
- Creates, edits and proofs correspondence and reports independently.
- Provides administrative support to different departments within the organization.
- Responsible for maintaining office supplies and breakroom inventories.
- Assist with special projects or other administrative support duties as needed.
- Other job duties may be assigned.

## KNOWLEDGE, SKILLS & ABILITIES

- High level of organizational skills, and ability to communicate effectively.
- Demonstrated high level of time management skills and efficiency in office procedures.
- High level of ability to act independently but maintain effective level of communication.
- Demonstrated computer literacy, including proficiency in Microsoft Office software skills.
- Excellent command of English language, spelling, grammar, and punctuation.
- Possess strong interpersonal and effective communication skills, both written and verbal.
- Principles and practices of record keeping ability to maintain accurate and up to date files .
- Ability to exercise discretion, maintain strict confidentiality and adhere to the Tribal Code of Ethics at all times.
- Ability to efficiently manage time
- Independently perform difficult administrative and support work involving the use of independent judgment and personal initiative.

Paskenta Band of Nomlaki Indians  
Administrative Receptionist

- Ability to type 50 wpm.
- Ability to lift up to 25 lbs. safely.

**MINIMUM QUALIFICATIONS & REQUIREMENTS:**

- Minimum of one (1) year working as a, Receptionist, Customer Service, Administrative Assistant or equivalent.
- Demonstrated experience in supporting management.
- Local travel is occasionally required. Travel outside of the state is infrequently required. Typical travel time is generally less than a week.
- Possess valid California Driver's License and be insurable by the Tribe.

**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 Paskenta Band of Nomlaki Indians Chief Operations Officer objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.