

(RRCBC) JOB DESCRIPTION

Administrative Assistant

Job Title:	<b>Administrative Assistant</b>	Department:	<b>Administration</b>
FSLA Status:	<b>Exempt</b>	Location:	<b>Tribal Office</b>
Reports to:	<b>Tribal Administrator</b>	<b>Full Time</b>	
Salary Range	<b>DOE</b>	Date approved by RRCBC	<b>Nov 29, 2021</b>

**POSITION SUMMARY:**

Coordinate activities of clerical and administrative support pertaining to Tribal Administrator and administrative programs. Administrative Assistant will have the responsibility for records and file maintenance, typing correspondence and answering telephones. Administrative Assistant will also have the responsibility of assisting other staff members and Tribal Council members with answers to their administrative questions. The Administrative Assistant will assist with special projects tasks as the need arises.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Must have excellent professional, polite and courteous communication skills.
- Absolutely must be able to work with all types of people with a friendly and helpful attitude.
- Must be able to deliver services to tribal members, staff people and the community at large equitably and without prejudice.
- Must be punctual and have good attendance.
- Must be able to learn policies and procedures.
- Must be well organized.
- Must be able to work independently.
- Must have knowledge of office equipment and computer systems.
- Oversee filing system to ensure proper maintenance.
- Assist tribal members with forms and non-confidential information requested.
- Must be able to compose letters, memos and answer inquiries.
- Duties as assigned by Administrative and Tribal Council.
- Minimum working in an administrative capacity for three years.
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**ABILITIES:**

- Excellent verbal and written communication skills.
- Organizational skills.
- Detail oriented.
- Multi-Tasking and time management skills.
- Data management, and spreadsheet maintenance skills.

- Office management skills, including but not limited to typing, data entry, record keeping and filing, and filing letters.
- Knowledge of Microsoft Office (Word, excel, PowerPoint).
- Excellent customer service.
- Respect for all Tribal Members, Tribal Officials, Supervisors and Co-Workers.
- Excellent problem-solving and conflict resolution.
- Possess a basic knowledge of RRCBC custom and tradition.
- Possess a basic knowledge of surrounding American Indian tribe customs and traditions.

**MINIMUM QUALIFICATION AND EXPERIENCE:**

- High School Diploma or GED
- Type minimum of 55 words per minute.

**LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, correspondence, and memos.

**CONDITIONS OF EMPLOYMENT:**

- Must be on call 24/7
- Employee will serve a 90-day probationary period
- California driver's license, and vehicle insurance
- Pass a drug screening test

Native American Preference Applies: Preference given to qualified Native American's pursuant to the Indian Self-Determination and Education Act, public Law 93-638

**Disclaimer** *The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*