



6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ■ 707-566-2288 ■ www.gratonrancheria.com

ADMINISTRATIVE ASSISTANT

Job Description

Department:	Administration
Pay Range:	\$21.73 - \$30.57

Reports to:	Administrative Office Manager
Classification:	Temporary, Full-time/Non-exempt

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs, and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all the Tribal Citizens; and to foster the value of education.

PURPOSE OF POSITION

The Administrative Assistant performs a variety of complex administrative and clerical functions, and a wide variety of responsible office support duties. The incumbent will be expected to use independent judgment to resolve problems and deviations from the general workflow efficiently and will assist in ensuring daily office operations run smoothly.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Provides administrative support for routine office tasks.
- Provides professional customer service to staff, Tribal Citizens, and vendors.
- Provides support for reception duties, answers and directing phone calls, receiving, logging, and distributing mail.
- Creates, modifies, and revises forms, documents, and other related material.
- Assists with scheduling and coordinating vendors and deliveries.
- Processes invoices and prepares requisitions for approvals and payment.
- Orders, tracks, and maintains office supplies.
- Establishes and maintains alphabetical, numerical, index, and cross-reference files, including electronic files.
- Operates a variety of office equipment including computers, copiers, postage meters, and multi-line telephones.
- Schedules a variety of meetings and organizes meeting space as needed.
- Assists with organizing and inventory of onsite and offsite storage needs.
- Runs errands on or off property as needed.
- Maintains cleanliness of shared office spaces.
- Performs other projects and duties, as assigned.

SUPERVISORY RESPONSIBILITIES

Not Applicable

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** • Two (2) years of administrative or office support experience required, three years preferred.
- Education:** • High School Diploma or equivalent (GED) required.

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.

- Ability to exercise sound judgement and possess problem-solving skills involving concrete variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to establish and maintain strong interpersonal relationships with employees at all levels throughout an organization.
- Ability to adhere to the highest level of professional ethical standards.
- Ability to understand and apply applicable Federal and Tribal laws, regulations, policies, procedures, and program standards.
- Ability to interact in an honest, trustworthy, and respectful manner with FIGR Tribal Citizens, Tribal Council and other officials, employees, visitors, and vendors.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate excellent customer service skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor work to ensure quality.
- Demonstrate record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong organizational skills with attention to detail and ability to prioritize multiple tasks.
- Demonstrate strong cultural awareness and sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) other Native Americans who are members of a Federally Recognized Indian Tribe. Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

Driving: All employees must maintain a current and valid driver's license and must be insurable.

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background investigation: This position is subject to a criminal history background check, a suitability background check and a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

Drug and alcohol screening: All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug and alcohol testing.

DISCLAIMER: THE INFORMATION ON THIS POSITION DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

ACKNOWLEDGEMENT

I have reviewed the content of the **Administrative Assistant** Job Description and have been provided a copy of the Job Description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Printed name

Signature

Date