



FEDERATED INDIANS OF
GRATON
RANCHERIA

****NOTICE OF JOB OPENING****

Job Title: Administrative Assistant	Department: Administration
Classification: Non-exempt	Hours/week: 40
Pay Range: \$21.73 – \$30.75 per hour	Location: Rohnert Park, CA
Reports to: Administrative Office Manager	Type: Temporary, Full-time
Application Closing Date: Friday, June 7, 2024, at 5:00 p.m.	

Mission Statement: The Federated Indians of Graton Rancheria Tribe (“FIGR” or “Tribe”) 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 the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all Tribal Citizens, and to foster the value of education.

Position Purpose: 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.

Please see Job Description on our [website](#) for full job details.

Qualifications:

Experience: Two (2) years of administrative or office support experience required, three years preferred.

Education: High School Diploma or equivalent (GED) required.

Driving: All employees must maintain a current and valid driver’s license and must be insurable under the Tribe’s policy.

Background and Pre-employment testing:

Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening.

To Apply: Submit a cover letter, resume and [Tribal Employment Application](#) detailing your education and experience related to the position advertised. Applications can be submitted to: [the Federated Indians of Graton Rancheria Career Portal](#), Jobs@gratonrancheria.com or to the mailing address below:

Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300
Rohnert Park, CA 94928

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe’s human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.