



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

Job Title: Administrative Assistant II	Department: Cultural Resources
Classification: Non-exempt	Work Hours: Monday-Friday, 8:00am to 5:00pm
Pay range: \$22.12 - \$29.33	Location: Rohnert Park, CA
Reports to: Tribal Heritage Preservation Officer	Type: Full-time
APPLICATION CLOSING DATE: Tuesday, January 25, 2022, at 5:00 p.m.	

Mission Statement: *The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our 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 citizens; and foster the value of education.*

Position Purpose:

Under the direct supervision of the Tribal Heritage Preservation Officer (THPO), the Administrative Assistant II will perform administrative support functions that increase the Cultural Resources department's capacity to fulfill its mission – to protect and manage cultural and heritage resources, sacred sites, and promote cultural awareness for tribal citizens and families. The incumbent will perform a variety of difficult responsible, specialized, and confidential administrative functions that require knowledge of FIGR statutes, policies and departmental systems procedures as well as federal, state and local laws pertaining to cultural resources protection.

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

Benefits:

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

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. In addition, applicants must successfully pass a pre-employment COVID-19 test prior to beginning employment and provide proof of Covid-19 vaccination, including Covid-19 Booster.

Other:

Must possess valid driver's license and be insurable through the Tribe's policy.

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: 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.