



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

ADMINISTRATIVE ASSISTANT II

Position Description

Department:	Cultural Resources
Pay Range:	\$22.12 - \$29.33 per hour
Hours/week:	40
Classification	Non-exempt

Reports to:	Tribal Heritage Preservation Officer
Effective Date:	January 1, 2018
Revised Date:	January 12, 2022
Type:	Full-time

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 its Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and to foster the value of education.

POSITION SUMMARY

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.

DUTIES AND RESPONSIBILITIES

The following duties are considered essential for this job classification:

- Performs administrative support functions that will maintain an atmosphere of mutual respect, cultural sensitivity to Native American people and values
- Meets and greets visitors, responds to inquiries, requests for information and complaints and provides information about department programs, activities, policies, and procedures
- Installs, maintains, and revises department electronic files and office systems which includes items such as emails/letters submitted to the office regarding projects, trainings, events and public hearing notices.
- Maintains an organized digital and/or paper filing system for the department including but not limited to timesheets, supplies, travel, etc.
- Composes, edits, formats, and prepares letters, reports, charts, requisitions, and other communication for submission to the THPO.
- Responsible for organizing and filing documents, both hard copy and electronic filing systems, as well as submitting information into the database systems and producing reports from the databases.
- Responsible for ordering supplies, processing purchase requisitions and distribution and dissemination for the Department
- Assists with preparing and organizing departmental travel for processing.
- Schedules meetings, tribal events, and outreach activities; arranges teleconference calls and coordinates with external departments on logistics.

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- Prepares and edits a variety of information material, reports, documents, and other media for submission to the THPO.
- Monitors essential records and files for the department's budget.
- Provides administrative support for other employees of the department.
- Assists Management to meet objectives and obligations of the department necessary to maintain and improve the level or quality of service provided by the Tribe
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of: Native American values and culture; modern office procedures and practices; correct punctuation, spelling, and grammatical usage; basic business arithmetic; modern office equipment including personal computers, computer terminals and business software; filing, indexing, and cross-referencing methods.

Ability to: Perform difficult and complex office support work involving independent judgment and requiring accuracy and speed under tight deadlines; effectively communicate orally and in writing; operate modern office equipment with skill and efficiency; interpret and apply office methods, rules, and policies; understand and independently carry out oral and written directions; maintain complex records; establish and maintain cooperative relations with vendors, FIGR staff, Tribal Citizens; perform basic business arithmetic.

License: Must possess a valid driver's license and be insurable under the Tribe's policy.

EXPERIENCE AND EDUCATION

Experience: Four years of progressive work experience as an administrative assistant in a tribal setting.

Education: High School diploma or equivalent (GED).

Preferred: Associate Degree but not required.

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS

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. (No travel during Covid-19 Pandemic)

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff.

TRIBAL AND INDIAN PREFERENCE

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.

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Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

In performance of their respective tasks and duties, all employees of the Federated Indians of Graton Rancheria ("FIGR") are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent
- Interact in an honest, trustworthy, and respectful manner with FIGR Citizens and officials, other employees, visitors, and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions, and values.

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 may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
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 testing.
COVID-19:	All applicants must successfully pass a pre-employment Covid-19 test prior to beginning employment. FIGR requires all employees to be fully vaccinated against Covid-19 and its variants; all employees must provide proof of vaccination prior to employment, including COVID-19 booster.

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 assigned to this position. Employees will be asked to perform other duties as needed.

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ACKNOWLEDGMENT

I have reviewed the content of the **Administrative Assistant II** position description and have been provided a copy of the position 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:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date