



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

ADMINISTRATIVE ASSISTANT

Position Description

Department:	Housing
Pay Range:	\$20.19 - \$28.97 per hour
Hours/week:	40
Classification:	Non-exempt

Reports to:	Housing Program Manager
Effective Date:	January 25, 2010
Revised Date:	November 14, 2022
Type:	Full Time

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 will provide a full range of complex administrative support for the Housing Department in maintaining and updating the housing database and financial tracking systems and ensuring the confidentiality of the program participant's information. The Administrative Assistant will possess the skills to work both independently and as a team player in order to assist the department staff, and Citizens.

SUPERVISORY RESPONSIBILITIES

"Not Applicable"

JOB DUTIES AND RESPONSIBILITIES

The following job duties and responsibilities are considered essential for this position.

- Accepts Housing applications and forwards to Housing Program Manager for review.
- Ensures Tribal Citizens receive letters, rental assistance packets for renewals in a timely manner.
- Follows up with Tribal Citizens regarding returned mail, including but not limited to certified return mail receipts in a timely manner.
- Ensures all calls with Tribal Citizen's are properly documented.
- Prepares monthly purchase requisitions for participant and program needs.
- Assists with monthly purchase requisitions for participant and program needs.
- Assists with the preparation of reports on various projects and submissions to funding sources.
- Creates and maintains a secure file for each housing participant in conjunction with Housing Program Manager to secure and hold in confidence participant information.
- Coordinates project schedules with all housing staff, vendors, and participants.
- Serves as an information source for Citizens regarding housing programs.
- Attends to all administrative duties and details in a professional and responsible manner.

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- Assists with participant wrap-around support services as requested by supervisor.
 - Performs other duties as assigned.

QUALIFICATIONS

Experience: Two years administrative experience working in an office setting.

Education: High school diploma or GED equivalent

Preference: Three years related work experience; associate degree

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

Knowledge of: Modern office procedures and practices; correct punctuation, spelling, and grammatical usage; basic business arithmetic; modern office equipment including personal computers, Microsoft Office Suite, and other software.

Ability to: Display respect and have an understanding of the Tribe's culture, traditions, and values; demonstrate cultural competency, awareness, and sensitivity; understand and apply applicable Federal and Tribal laws, regulations, policies, procedures, and program standards; demonstrate problem solving and decision-making skills; understand and follow verbal and written instructions; be detail oriented; demonstrate excellent verbal and written communication skills; handle multiple tasks under strict timelines and shifting priorities; effectively use FIGR computer database systems; operate standard and modern office equipment; work efficiently and effectively under deadlines; exercise sound judgment and discretion; work some evening and weekend events related to the Housing Program; comply with the Tribe's policies and procedures; interact in an honest, trustworthy, and respectful manner with FIGR Tribal Citizens, Tribal Council and other officials, employees, visitors, and vendors.

WORKING CONDITIONS

Environment: The work environment characteristics described herein are representative of those an employee may encounter while performing the job duties and responsibilities 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.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the job duties and responsibilities 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 vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities include reading, distance, and computer usage. Talking and hearing are essential to communicate with FIGR Citizens, Tribal Council, officials, employees, and vendors.

TRIBAL AND INDIAN PREFERENCE

FIGR 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, FIGR shall give preference in hiring in the following order of priority: (1) FIGR Tribal Citizen, (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.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate because of age, creed, gender, race, sexual orientation, gender expression, gender identity, national origin, color, religion, genetic information, marital status, pregnancy, disability, disabled veteran status, or military service.

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OTHER

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

COVID-19: All applicants must successfully pass a pre-employment COVID-19 test prior to beginning employment.

Disclaimer: *The information on this position description indicates the general nature and level of work performance for an employee 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*

ACKNOWLEDGMENT

I have reviewed the content of the **Administrative Assistant** position description and have been provided a copy of the position description. I certify that I can perform the job duties and responsibilities of this position as outlined in this position description, with or without reasonable accommodation(s).

Describe any accommodation(s) required to perform these job duties and responsibilities:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date