



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

ADMINISTRATIVE ASSISTANT

Position Description

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

Reports to:	TANF Director
Effective Date:	January 25, 2010
Revised Date:	February 24, 2023
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 support and execute a full range of complex administrative duties and projects, and, will be responsible for providing support for the various components of the Elders program. The incumbent will be expected to use independent judgment to resolve problems and deviations from the general workflow efficiently and will assist in ensuring that the daily administrative operations run smoothly.

SUPERVISORY RESPONSIBILITIES

Not applicable

JOB DUTIES AND RESPONSIBILITIES

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

- 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.

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QUALIFICATIONS

Experience: Minimum of two years of administrative or office support experience required.

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

Preference: Additional specialized administrative or customer service training is desirable.

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

Knowledge of: Modern office procedures and practices; organizational procedures; correct punctuation, spelling, and grammatical usage; basic business arithmetic; modern office equipment including personal computers, and business software, data entry, multi-line telephones, copiers, Microsoft Office Suite, and other software, manual filing and/or electronic filing, indexing, and cross-referencing methods; financial record keeping and reference sources.

Ability to: Display respect and have an understanding of the Tribe's culture, traditions, and values; demonstrate cultural competency, awareness, and sensitivity; perform office support duties; understand and follow oral and written instructions; learn specific operations of department or programs assigned; effectively communicate orally, both in person, via email and on the phone; exercise sound judgment and discretion; comply with the Tribe's policies and procedures; and 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 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.

Physical Demands: The physical demands described herein 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

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.

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 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.

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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 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.*

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 am able to perform the job duties and responsibilities 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
