



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

ADMINISTRATIVE ASSISTANT I

Job Description

Department:	Elders Program
Pay Range:	\$29.16 - \$40.82

Reports to:	Deputy Executive Director of Tribal Administration
Classification:	Full-time/Non-exempt

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

PURPOSE OF POSITION

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 Administrative Assistant 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.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Assists in managing day-to-day administrative operations related to elder case management services.
- Prepares and maintain accurate documentation, including intake forms.
- Enters and tracks elder-related payments in Microix; verifies timely and accurate submission of financial transactions and communicates payment status.
- Researches and identifies accredited businesses that offer services to elders in alignment with the Elders Support Program Policy.
- 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.
- Assist with maintaining confidential records in accordance with program guidelines.
- Maintains organized digital and physical filing systems for elder cases, including applications, service records, and correspondence.
- Communicate with elders and their families to schedule services, share updates, and relay messages from the Elder Advocates
- Supports outreach and engagement efforts for Elder Program by helping prepare materials and tracking participation.
- Schedules a variety of meetings and organizes meeting space as needed.
- Run errands on or off property as needed.
- Operates a variety of office equipment including computers, copiers, postage meters, and multi-line telephones.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Two (2) years of administrative experience or office support.

Education: • High School diploma or equivalent (GED).

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

PREFERRED QUALIFICATIONS

- Two (2) years of administrative work experience in a health or social service setting.
- Experience working with Native American communities.
- Familiar with Elder care programs, long-term care coordination, or case management processes.
- Knowledge of Microix or similar financial tracking software.

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, there is no precedent to draw upon.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate a record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Perform other duties as assigned.

WORK ENVIRONMENT

Work 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. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) 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 on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

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 is subject to a criminal history background check, a suitability background check, and maybe subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

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 and alcohol testing.

DISCLAIMER: THE INFORMATION IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED, AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

ACKNOWLEDGEMENT

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

Describe any accommodation required to perform these functions:

Printed name

Signature

Date