



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 8/05/2016

Closing Date: 8/19/2016

Position Title: Administrative Assistant

Department: Family & Social Services

Work Schedule: Monday- Friday 8:00AM-5:00PM

Wage Rate: Pay Range R27: \$15.20 - \$19.46 / HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant **Worksite:** Tule River Indian Reservation
129 S. Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION:

The Administrative Assistant under the direct supervision of the Family & Social Service Director will perform a variety of specialized and administrative tasks.

DUTIES & RESPONSIBILITIES:

1. Assist Director with preparation of budgets and reports.
 2. Type a variety of materials consisting of letters, memorandums, community notices, ect.
 3. Arrange and participate in meetings as directed
 4. Proficient in Microsoft Office skills: Excel, Word, and Power Point
 5. Review timecards, leave requests, and overtime requests for the department employees before they are turned into the Director.
 6. Knowledge of employee work and their whereabouts in the absence of the Director.
 7. Interacts with departments and employees in a polite and professional manner.
 8. Assist Director in screening calls, community relations and complaints.
 9. Manage calendar for Family and Social Services Department.
 10. Assist with planning and preparation for various trainings, events, and other department activities.
 11. Ability to prioritize conflicting needs
 12. Knowledge of employment, labor and confidentiality laws.
 13. If previously employed within the Tule River Indian Tribe of California entities, you must have acceptable work history.
 14. All other duties assigned by the F&SS Director
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QUALIFICATIONS:

1. Graduation from a two year accredited community college. (Relevant employment experience may be substituted for formal education on a year for year basis).
2. Two years experience in a business of administrative environment.
3. Knowledge with PL-95-608, The Indian Child Welfare Act (ICWA) and Juvenile Court proceedings, preferred.
4. Able to relate culturally and work effectively with Native American community and Tribal Government.
5. Able to work effectively with county, city, and state agencies
6. Knowledge, experience or special interest in American Indian Culture.
7. Must have strong interpersonal skills

8. Must be able to type 35WPM.
 9. Must possess a valid California Class C Drivers License and be insurable through the tribe.
 10. Must submit to and pass a background check in accordance with PL-101-630, Section 408(a) and Tribal Policy prior to employment.
 11. Must successfully complete a pre-employment drug/alcohol screen and background screen.
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PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Family & Social Services Director
Supervises:	None
Salary:	Pay Range R27: \$15.20 - \$19.46 /HR Paid Bi-Weekly/ Overtime Eligible
Hours:	Monday-Friday 8:00AM – 5:00PM (Hours may vary)
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERANCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERANS PREFERENCE