



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 05/19/2016

Closing Date: 05/26/2016

Position Title: Administrative Assistant- Temporary (60) days

Department: Public Works

Work Schedule: Monday- Friday 8:30AM- 4:30PM

Wage Rate: Pay Range 27: \$15.20-\$19.46/HR/ Overtime Eligible

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

- Completed Application
- Proof of Typing Certificate (35 WPM)
- Tribal Identification

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: Administrative Assistant

WORKSITE: Tule River Tribal Council
487 S. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Public Works Administrative Assistant under the direction of the Public Works Director will perform a variety of specialized administrative tasks.

DUTIES AND RESPONSIBILITIES:

1. Assist Director with preparation of budgets and reports.
 2. Type a variety of materials consisting of letters, memorandums, project estimates, bid schedules, community notices, etc.
 3. Arrange and participate in meetings as directed.
 4. Proficient in Microsoft Office skills: Excel, Word, Publisher, and Power Point.
 5. Assist with special projects or other administrative duties as needed.
 6. Operate office equipment as necessary to carry out the objectives of the department.
 7. Assist the Director in monitoring .
 8. Work with governmental agencies such as Bureau of Indian Affairs, Indian health Service and Environmental protection Agency.
 9. Responsible for keeping track of multi budget expenditures.
 10. Invoices outside entities for work performed by the Public Works Department.
 11. Maintain accurate and up to date files for pending, current and completed projects.
 12. Process necessary paperwork for payment to vendors for purchases made by the Department.
 13. Review timecards, leave requests, and overtime requests for the department employees before they are turned in to the Director.
 14. Review construction dailies, equipment logs, and vehicle logs that are turned in by the department's employees and make the director aware of any major repairs that need to be made.
 15. Keep a current list of all department's equipment and vehicles with corresponding unit numbers used for maintenance purpose.
 16. Keep a log of all work requests that are made by residence of the Tule River Indian Reservation. Inform Director approved work request.
 17. Provide community members with Indian Health Services Sanitation Applications, Public Works Work Request.
 18. Communicate with all departmental employees via two way communication.
 19. Knowledge of current project status and employees project locations in the absence of the Director.
 20. All other duties as assigned.
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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. Able to relate culturally and work effectively with Native American community, and Tribal Government.
4. Must have strong interpersonal skills
5. Must be able to type 35 WPM.
6. Must have a valid California Driver's License and be insurable through the Tribe.
7. Must successfully complete a pre-employment drug/alcohol screen and background screen.

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 or over 50 pounds. This job will also 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.

Position reports to:	Public Works Director
Supervises:	None
Salary:	Pay Range 27: \$15.20- \$19.46/HR Paid Bi-Weekly/ Overtime Eligible
Hours:	Monday – Friday 8:30 AM – 4:30 PM
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT