YUROK TRIBE JOB DESCRIPTION
Assistant I – Council Support

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<th>Job Title:</th>
<th>Assistant I</th>
<th>Job Code</th>
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<tbody>
<tr>
<td>Department</td>
<td>Council Operations</td>
<td>Location</td>
<td>Klamath</td>
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<td>Reports To</td>
<td>Council Operations Director</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

Salary Range $16.54-21.58

**POSITION SUMMARY:**

The Assistant is under the direct supervision of the Council Operations Director. This position performs general clerical support duties for the Council Operations Department. The Assistant will respond to inquiries from the general public and provide information as necessary. The Assistant is responsible for accuracy in all applicable procedures, confidentiality, electronic filing, data entry and serves as the contact person for the department. The incumbent will maintain the office filing system, answer telephones, and disseminate information to the Yurok Community and general public as directed. The incumbent shall maintain a friendly, congenial disposition at all times.

**DUTIES AND RESPONSIBILITIES:**

1. Greet visitors, ascertain the nature of business and route visitors to the appropriate office. Serves as the contact person for the department.
2. Assist with preparation of correspondence, forms, reports, meetings, and other materials from rough drafts in accordance with office operating procedures. Will utilize Microsoft Word and Excel.
3. Answer telephones and provide information to callers or route calls appropriately.
4. Prepare purchase requests as needed and submits to Fiscal. Must understand the purchasing rules of the Yurok Tribe and abide by them at all times.
5. Will prepare travel advances and make arrangements for the department and Tribal Council.
6. Maintains filing system. Files documents and retrieves them upon request from electronic filing system and Council official filing system.
7. Performs data input.
8. Assist with coordination of Annual Membership meeting, District meetings, dignitary meetings, events, etc.
10. Responsible for department office equipment. Will set-up repair and replacement as necessary. Work with vendors to insure maintenance agreements are honored. Also maintain department inventory.
11. Responsible to order and store all office supplies.
12. Process department staff time sheets and Council vehicle mileage forms.
13. Responsible to coordinate with Tribal Council on logistics for District meetings including mailing of notices.
14. Assist in maintaining the Tribal Council calendar.
15. Assist in maintaining Council Support logs (resolutions, minutes, actions items, etc...)
16. May be assigned other duties as required to meet the needs of the organization.

**MINIMUM QUALIFICATIONS:**

1. Ability to keyboard at a rate of 30 WPM.
2. Ability to answer a multi-line telephone system.
3. Intermediate computer skills that includes knowledge of Microsoft office.
4. Knowledge of filing systems that includes electronic filing.
5. Must understand the meaning of confidentiality.
6. Intermediate general office management skills.

**EDUCATION:**

G4: 1 year above high school or six (6) months of specialized experience.

Specialized Experience is considered experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Must pass a comprehensive background check.
3. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
4. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
5. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
6. VISION REQUIREMENTS:

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• Close vision (clear vision at 20 inches or less).
• Color vision (ability to identify and distinguish colors).
• Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
• Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

________________________________________  ___________________________  ___________________
Employee Signature               Date                Employee #

________________________________________
Supervisor Signature             Date