

**YUOK TRIBE JOB DESCRIPTION**  
**Administrative Assistant IV**

Job Title:	Administrative Assistant IV			Job Code	7
Department	Client Services Department	Program Area	Yurok Health and Human Services	Location	Eureka
Reports To:				FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE’S HIRING PREFERENCE					
Salary Range	22.70-24.08				

**POSITION SUMMARY:**

The Assistant is under the direct supervision of the Administrative Manager. This position performs general and advanced clerical support duties for the Client Services 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. Specific programs this position will directly assist with services to Tribal Members include: TANF, CSBG, LIHEAP/LIHWAP, General Assistance, and Burial Assistance.

**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. Serves as contact person for department employees to report personal injuries or accidents. Maintains and submits forms for worker's compensation, accident forms, and other records.
3. Prepares correspondence, reports, develops forms, and schedules meetings in accordance with office operating procedures. Will utilize Microsoft Word and Excel.
4. Answer telephones and provide information to callers or route calls appropriately.
5. Coordinates and oversees the purchasing processes and procedures. Maintains and completes purchase order as necessary. Will track department revenues.
6. Maintain department calendar of absences, activities, and meetings.
7. Will prepare travel advances for the department. Makes travel arrangements for department director. Insures appropriate documentation is submitted to Fiscal.
8. Maintains filing system. Files documents and retrieves them upon request from electronic filing system. Develops new filing systems as needed.
9. Performs data input. Reviews data and develops reports as necessary.
10. Coordinates and schedules program/project meetings. Prepares agendas as directed and compiles meeting materials, sends notices, and may be required to take minutes.
11. Will disseminate department information.
12. 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.
13. Responsible to order and store all office supplies.
14. Process department staff time sheets and vehicle mileage forms.

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15. Will maintain calendar of employee performance evaluation and schedule with appropriate supervisory when due.
16. Maintains quarterly financial reports of each department division and submits to Department Director upon request.
17. Assist with the preparation of grant applications and in the preparation of project budgets and budget narratives.
18. Monitors project budgets using the tribe's accounting software/database.
19. Monitors account balances and updates Director on a regular basis.

#### **MINIMUM QUALIFICATIONS:**

1. Ability to keyboard 40 words per minute.
2. Advanced computer skills that include a working knowledge of Microsoft Office and electronic filing.
3. Experience working with little or no supervision.
4. Advanced knowledge of general office management skills.
5. Advanced knowledge of budgets, financial spreadsheets, reporting, policy and procedure, and fiscal processes.
6. Must understand the meaning and responsibility of confidential information.
7. Ability to communicate tactfully with employees, general public, and Council.
8. Ability to set priorities, meet critical deadlines, and review information for accuracy, format, completeness and compliance with the policies and procedures.

#### **EDUCATION:**

G7: Four (4) years above high school or one year equivalent to the next lower grade level (specialized experience).

General Experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

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.

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#### CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy. **If applicable.**
3. Must pass a comprehensive background check.
4. 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.
5. 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.
6. 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.
7. VISION REQUIREMENTS:
  - 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

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