YUROK TRIBE JOB DESCRIPTION

Public Health Administrative Assistant

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Public Health Administrative Assistant</th>
<th>Job Code</th>
<th>4 - 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Public Health</td>
<td>Division</td>
<td>Health &amp; Human Services</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Public Health Officer</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

**Salary Range:**

$17.04-22.23/18.78-24.50/20.67-26.97/22.70-29.62

**POSITION SUMMARY:**

The Administrative Assistant is under the direct supervision of the Public Health Officer. This position performs general clerical support for the Yurok Public Health Department. The Administrative Assistant will respond to inquiries from the general public and provide information related to public health services and activities as necessary. The Administrative Assistant is responsible for accuracy in all applicable procedures, confidentiality, electronic filing, data entry and serves as the contact person for the department. The Administrative Assistant will be responsible for maintaining records related to Public Health Orders and ensuring community members have access to information on orders and recommendations at the direction of the Public Health Officer.

**DUTIES AND RESPONSIBILITIES:**

1. Greet visitors, ascertain the nature of business and route visitors to the appropriate office.
2. Serves as the contact person for the department.
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. 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.
6. Will prepare travel advances for the department.
7. Maintains filing system. Files documents and retrieves them upon request from electronic filing system. Develops new filing systems as needed.
8. Performs data input. Review data and develops reports as necessary.
9. Coordinates and schedules program/project meetings. Prepares agendas as directed and compiles meeting materials, sends notices, and may be required to take minutes.
10. Assist with dissemination of department information.
11. Responsible for department office equipment. Will set-up repair and replacement as necessary. Work with vendors to ensure maintenance agreements are honored. Also maintain department inventory.
12. Responsible to order and store all office supplies.
13. Process department staff time sheets and vehicle mileage forms.
14. Will maintain calendar of employee performance evaluation and schedule with appropriate supervisory when due.
15. Maintains quarterly financial reports of each department and submits to Public Health Officer upon request.
YUROK TRIBE JOB DESCRIPTION
Public Health Administrative Assistant

16. Assist with the preparation of grant applications and in the preparation of project budgets and budget narratives.
17. Monitors project budgets using the tribe’s accounting software/database.
18. Monitors account balances and updates Director on a regular basis.
19. May be asked to coordinate public health activities with local health departments and community partners and communicate with staff and the general public.

MINIMUM QUALIFICATIONS:

1. Ability to keyboard at a rate of 35 WPM.
2. Ability to answer a multi-line telephone system.
3. Experience with operating common office equipment such as copy machines, etc.
4. Basic to advanced computer skills that include knowledge of Microsoft office.
5. Knowledge of filing systems that includes electronic filing.
6. Knowledge of data entry and database programs such as an electronic health record.
7. Must understand the meaning of confidentiality and strictly adhere to information that may be encountered in the position.
8. Intermediate to advanced general office management skills.
9. Thorough knowledge of English grammar, spelling and punctuation, the ability to compose correspondence and reports.

EDUCATION:

G4: 1 year above high school or six (6) months of specialized experience.
G5: Two (2) years above high school or one year equivalent to the next lower grade level (specialized experience).
G6: Three (3) years above high school or one year equivalent to the next lower grade level (specialized experience).
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.
YUROK TRIBE JOB DESCRIPTION
Public Health Administrative Assistant

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 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.
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

2021 (RS) - 3 -