

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be filled:** Administrative Assistant

**Department:** Environmental Protection

#### Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED) plus three years related experience – **REQUIRED**;
- Associates Degree in Business Administration – **Preferred**;
- Must have valid California Driver License – **REQUIRED**;
- Must be insurable by companies' insurance carrier and maintain throughout employment – **REQUIRED**;
- This position must be proficient in operating Microsoft Office, Microsoft XP and Microsoft 7;
- Respond in a timely manner to all public contacts and requests;
- Respond in a timely manner to all inquiries from chairperson on council members regarding the Environmental Protection Department or direct these inquires to the appropriate person;
- General accounting and record keeping;
- General oversight of grant records, forms, accounting and due dates;
- Maintain an up to date financial accounting of all EPA-related expenses;
- Obtain purchase orders, ensure proper approvals and submit invoices with all required documentation to the accounting department;
- Assists office staff with obtaining quotes and making purchases as required;
- Maintain adequate levels of all office supplies;
- Assist with booking travel arrangements;
- Performs basic cleaning duties to maintain office cleanliness;
- Drafts and distributes the quarterly Environmental Newsletter;
- Assist in developing, organizing and hosting community outreach and events;
- Maintains a positive relationship with Reservation residents and other Tribes;
- Other Duties as Assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Environmental Protection Department.

**Reports To:** Director

**Starting Rate of Pay:** \$18.00 Per-hour D.O.E. (Non-Exempt)

**Approximate Hours:** 40+ hrs per wk

**Date Posted:** October 9, 2020

**Deadline:** Open Until Filled

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Department Director Date

\_\_\_\_\_  
Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.