

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

Job Requisition Form

Department: Administration

Position to be filled: Executive Administrative Assistant

Required Qualifications/Essential Duties:

- Associates Degree in Business Administration and (4) years of Experience in general clerical, office administration or secretarial work. Plus experience in providing technical and administrative support to a government agency is highly desirable.
- Must have valid California Driver License – **REQUIRED**
- Must be insurable by companies' insurance carrier and maintain throughout employment – **REQUIRED**
- Coordinate with the various Tachi Palace Hotel and Casino departments to provide for the monthly General Council meeting: (i.e.) Raffle items and Food and Beverages.
- Restock the Tribal Council Chambers with Food and Drink items and purchases items as needed.
- Retrieve messages from voice mail and forwards to appropriate personnel.
- Answer incoming telephone calls, determines purpose of callers and forwards calls to appropriate personnel or department.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions and other information.
- Welcomes on-site visitors, determines nature of business and announces visitors to appropriate personnel on the second floor.
- Monitors visitor access.
- Updates appointment calendars for Tribal Council and Chief of Staff and Director of Operations.
- Receives, sorts, routes mail and routes publication.
- Maintains fax machines, assists users, sends faxes and retrieves and routes incoming faxes.
- Takes notes, minutes for meetings and clears conference table(s) on a weekly basis.
- Prepares travel arrangements for Tribal Council, Chief of Staff, Director of Operations and Attorneys.
- Orders, receive and maintain office supplies
- Drive to run errands, pick up lunch, etc.
- Creates and prints fax cover sheets, memos, correspondence, reports and other documents when necessary for Tribal Council, Chief of Staff, Director of Operation and Attorneys.
- Performs other duties as needed, running errands, shopping, pick-up/deliver items for meetings and special events.
- Must drive company vehicles or personal vehicles to conduct business on behalf of the Administration Department.

Reports To: Chief of Staff, Director of Operations and Tribal Council

Starting Rate of Pay: \$29.00 per hour (Non-Exempt)

Approximate Hours: 40+ hours per week

Updated: July 12, 2022

Deadline: Open Until Filled

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.