

# SANTA ROSA RANCHERIA TACHI YOKUT TRIBE

## Job Requisition Form

**Position to be filled:** Administration Assistant

**Department:** Cultural

### Required Qualifications/Essential Duties:

- High school diploma or (GED) plus a minimum of one-year accounting experience OR 2 years administrative work in accounting
- Must have valid California Driver License
- Must be insurable by companies' insurance carrier and maintain throughout employment
- Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer;
- Transcribes notes on computer or transcribes from voice recordings;
- Composes and types routine correspondence;
- Organizes and maintains file system and files correspondence and other records;
- Answers and screens telephone calls and arranges conference calls;
- Coordinates departments schedule and makes appointments;
- Greets scheduled visitors and directs to appropriate area or person;
- Arranges and coordinates travel schedules and reservations;
- Conducts research and compiles and types statistical reports;
- Coordinates and arranges meetings, prepares agendas, reserves and prepares meeting facilities and records and transcribes minutes of meetings;
- Drive to run errands, pick up lunch, etc.as needed;
- Makes copies of correspondence or other printed materials;
- Prepares outgoing mail and correspondence including e-mail and faxes;
- Orders and maintains supplies and arranges for equipment maintenance;
- Arranges for equipment repair and proper maintenance;
- Other duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Cultural Department.

**Reports To:** Director

**Starting Rate of Pay:** \$22.00 per-hour (Non-Exempt)

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.

