

SANTA ROSA RANCHERIA TACHI YOKUT TRIBE

Employment Requisition Form

Position to be filled: Administrative Assistant

Department: Public Works

Required Qualifications/Essential Duties:

- High school diploma or (GED) plus a minimum of one-year accounting experience OR 2 years administrative work in accounting
- Typing Certificate of 45WPM
- Assist the Director with related office duties;
- Answer telephones and give information to callers, take messages or transfer calls to appropriate personnel;
- Open, read, log and distribute incoming mail and other material, forward and file appropriately;
- Create newsletters, letters, memos, review and log outgoing correspondence;
- Initiate work requests from customer calls;
- Check outgoing correspondence for correct spelling and grammar, ensuring that the Tachi-Yokut format policies are followed, and recommend revisions;
- Must be able to generate monthly reports for Finance Dept;
- Create/Maintain a working paperwork & electronic filing system and keep filing current;
- Process check request. Get backup documents (bills, receipts, etc.) and signature of approval;
- Order, dispense and inventory supplies for custodial, Break room, Mechanics & Maintenance workers;
- Take minutes and transcribe information at staff meetings;
- Operate office equipment such as fax machines, copies and phone systems and knowledge of programs such as Microsoft Office, and accounting program;
- Operate new office technologies as they are implemented;
- Conduct searches to find needed information, using sources such as the Internet;
- Arrange and attend conferences and/or meeting for office personnel;
- Represent Maintenance Department and/or Director in meetings and presentations;
- Maintain open line of communication with Finance Department regarding invoices, check requests, purchase orders and other financial documents;
- Promotes harmonious relations among tenants, maintenance personnel and persons of the community;
- Coordinate transportation safety compliance guidelines, vehicle usage and maintain vehicle maintenance files for auto mechanic;
- Collect and organize data for special projects, work orders, job and annual budget.
- This job has no supervisory responsibilities.

Reports To: Director

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

Approximate Hours: 40+ hrs. Per wk.

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.

