

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: Administrative Assistant

Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED) plus one year related experience;
- Must have valid California Driver License – **REQUIRED**
- Must be insurable by companies' insurance carrier and maintain throughout employment – **REQUIRED**
- 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 Supervisors telephone calls, and arranges conference calls
- Coordinates Supervisors schedule and makes appointments;
- Greets scheduled visitors and directs to appropriate area or person;
- Arranges and coordinates travel schedules and reservations for all Tribal Government Departments and Tribal Administrator;
- 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;
- 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;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Administration Department.

Reports To: Tribal Administrator

Starting Rate of Pay: D.O.E.- Range 13 (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Date Posted: May 20, 2016

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.