

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Administrative Assistant

EXEMPT: No	JOB CODE: 4-TS T5
TARGET SALARY: \$13.97 to \$16.43/DOQ	SHIFT: M-F 8-5/Flex
PROGRAM: General Manager	LOCATION: Admin. Bldg.
REPORTS TO: Senior Executive Assistant	

SUMMARY: Provide a wide variety of administrative and clerical support tasks in support of the Office of the General Manager. Clerical support duties include filing, typing, copying, scanning, greeting visitors, receiving inquiries, distributing departmental communications and managing various facility and vehicle schedules.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following:
Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Types and reproduces a variety correspondence and documents from handwritten notes, rough copy, or independently. This includes, but is not limited to, memorandums, letters, notices, directories and email correspondence. Prepares intermediate drafts when requested. Creates and updates appropriate forms as needed.

Performs receptionist duties for department staff. Receives telephone calls and communications and greets visitors; answers routing and procedural inquiries personally; and refers matters to supervisor or appropriate staff members. May route incoming mail and prepare outgoing mail.

Process invoices, check requests, purchase requisitions, and other related documents for the department.

Assists with tribal communications updates by way of public postings, postings to websites and social media.

Assists with the preparation of reports, bulk mailings, newsletters, etc.

Makes or assists with necessary arrangements for conferences, meetings, lectures, events, including reservations for space-time, gathering and assembling equipment, etc. Attends meetings including staff meetings or training sessions as required. May be required to take minutes and/or prepare summary reports of meetings.

Independently manages facilities, vehicle and conference room schedules, issues and retrieves keys, collects facility rental fees and deposits and issues receipts.

Maintains and secures needed office supplies, publications, and services.

May prepare travel forms and arrangements for the General Manager, Assistant General Manager and staff as directed.

May serve as the Tribal Receptionist on an as needed basis.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High School Diploma or General Education Degree (GED).

Associate's Degree (A.A.) or equivalent from two-year college or technical school *preferred* or minimum of two years office or clerical experience; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to communicate orally and in writing. This person should be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports, public notices and instructions, etc. as well as for obtaining information or conveying messages between the supervisor and other staff members.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and be insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

OTHER SKILLS AND ABILITIES:

Must have excellent typing skills and computer skills. Emphasis will be on accuracy and attention to details. Ability to use personal computer in order to

perform various word processing, spreadsheet, desktop publishing and internet related functions.

Must have knowledge and experience in working with programs such as Word, Excel, Publisher, and Power Point.

Experience using social media preferred.

Knowledge of English, grammar, spelling, punctuation and a wide variety of document formatting in order to assist with the preparation of correspondence and communications.

Ability to type a minimum of 45 wpm with accuracy, certification of typing/keyboarding ability is required.

Experience with office equipment such as scanner, photocopier, fax, and multi-line telephone system.

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the department by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc.

Knowledge of standard filing systems in order to prepare, file, and retrieve various documents efficiently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office of and tribal organization. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once and effectively plan, organize and prioritize work to meet deadlines and ensure accuracy in completing work.

Must have the ability to interact with all levels of a diverse work-force and community via telephone, email and personal contact in a courteous, helpful and effective manner.

Ability to plan and organize work using one's own initiative and seek information and assistance from other sources or staff members as necessary.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg 7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com**

**OPEN: November 21, 2022
CLOSE: December 7, 2022**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

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