

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Administrative Specialist**

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<b>EXEMPT: Yes</b>	<b>JOB CODE: 4-TS T6</b>
<b>TARGET SALARY: \$17.91 to \$19.90/DOQ</b>	<b>SHIFT: 8:00 to 5:00</b>
<b>PROGRAM: Administration</b>	<b>LOCATION: Clinic</b>
<b>REPORTS TO: Administrative Manager</b>	

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**SUMMARY:** This position is located in the Administrative Department of the Sophie Trettevick Indian Health Center (STIHC). Responsible for the daily administrative and professional human resources transactions for the STIHC under the direction of the Administrative Manager.

**ESSENTIAL DUTIES AND 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.

Provides orientation for new STIHC employees including all mandatory employee training, coordination of employee health visits, and introduction to MedTrainer system.

Coordinate with the Information Technology department in new employee registration and in obtaining computer login information for new employees.

Maintain and update the unofficial employee files for existing employees such as training certificates, payroll status forms and position descriptions. Ensure these files meet AAAHC standards.

Coordinate with STIHC Managers and the Human Resources department during the hiring process to ensure timeliness and efficiency.

Assist supervisors in policy interpretation and coordinate with Administrative Manager on employee disciplinary actions, as necessary.

Assist the Administrative Manager with travel arrangements and training for the locum providers and new recruitment site visits.

Assist the Administrative Manager in preparing personnel requisitions, and monitoring the timelines and important dates necessary to the hiring process.

Maintains the STIHC employee database in coordination with the Makah Finance Department and use that information to prepare payroll status forms and reports as needed.

Assist supervisors and managers in obtaining temporary employees through the established process with the Human Resources department.

Assist the Administrative Manager with onboarding of new professional staff including scheduling training with the electronic health record (EHR), preparing new hire files and ensuring all paperwork is completed in a timely manner.

## **QUALIFICATIONS REQUIREMENTS:**

### **EDUCATION and/or EXPERIENCE:**

Associate's degree (A.A.) from two-year college or university; or two years related experience and/or training; or equivalent combination of education and experience.

Experience in Human Resources experience preferred.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, employees, and the general public.

### **MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY:**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and 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.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

### **OTHER SKILLS AND ABILITIES:**

Ability to establish and maintain effective working relationships with employees, supervisors and the public.

Ability to effectively communicate verbally and in writing.

Must have a working competence in computer applications and ability to use major computer software, especially word-processing, spreadsheets, email and databases.

Must have knowledge of HIPAA and have the ability to maintain confidentiality of records and information pertinent to the nature of work.

Must have a working knowledge of the Personnel Policies and Procedures Manual.

Ability to work under stress, effectively prioritize, make sound decisions and solve problems.

Strong interpersonal and conflict management skills preferred.

Time management and the ability to meet deadlines is required.

Ability to cope with stressful situations firmly, tactfully, with respect of employee rights.

Must submit to and clear a pre-employment alcohol and drug test, and must submit to random testing in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**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 100 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.

Most of the work is performed in an office setting. Some work may be performed in storeroom or warehouse. Incumbent must have a valid state driver's license to travel for tribal business.

## **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

#### **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. 71**  
**Neah Bay, WA 98357**  
**Fax: (360) 645-3123**  
**E-mail: [hr@makah.com](mailto:hr@makah.com) (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: March 4, 2024**  
**CLOSE: March 19, 2024**

**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, gender identity, 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.