

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Administrative Assistant

EXEMPT: No

JOB CODE: 4-TS T4

TARGET SALARY: \$19.04 to \$21.15/DOQ

SHIFT: 32 hr/week 8-5

PROGRAM: Public Works

LOCATION: Building 12

REPORTS TO: Public Works Manager

SUMMARY: Provides administrative and clerical support to the Maintenance and Public Works program, including document preparation, phone reception, mail processing, budget assistance, meeting coordination, customer service for water/sewer services, work order management, file maintenance, rental facility oversight, newsletter writing, supply procurement, and travel arrangements.

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.

Type and reproduce daily correspondence and documents including memorandums, letters, grants, budgets, reports, newsletters, directories, and forms, from various sources (dictation, handwritten, etc.). Ensure proper formatting, grammar, and spelling. Prepare drafts and create/update forms for department programs as required.

Act as the primary point of contact for the Maintenance and Public Works program, answers incoming phone calls, route callers to the appropriate personnel, and accurately record messages.

Process incoming and outgoing mail, including routing, responding to routine inquiries, and preparing shipments and outgoing mail for distribution.

Assists in monitoring departmental budget reports, independently prepares budget modifications and adjusting journal entries as requested.

Arrange and coordinate meetings, conferences, lectures, and events, handling all necessary logistics (space, time, equipment). Attend meetings, take minutes, and prepare summary reports as required.

Provide applications for water and sewer services, regularly monitor and analyze A/J reports to identify delinquent accounts, and initiate collections procedures, which may include issuing past-due notices or delivering door knockers for pending service disconnections.

Receive and process incoming work orders, follow up on work requests to confirm completion, and ensure all work performed is adequately documented.

Maintain detailed and organized project files, including contracts, specifications, correspondence, progress reports, and other relevant documentation. Ensure files are up-to-date and easily accessible.

Oversees the rental of Tribal facilities by managing schedules, distributing, and collecting keys, collect rental fees and deposits, and providing receipts in accordance with the Financial Section C and reporting any maintenance needs to the right staff.

Maintain a comprehensive and organized record of all correspondence and action documents. This includes meticulously filing all incoming and outgoing communications, tracking the progress of pending tasks and projects, and proactively following up to ensure all deadlines are met.

Independently write and prepare departmental and/or tribal newsletter articles for mailing.

Responsible for the procurement, inventory, and security of office supplies, publications, and services required for the department's operations.

Make travel arrangements and process travel vouchers for the manager and staff, following provided instructions.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High School Diploma or General Education Degree (GED).

Previous experience and/or training in secretarial office technology field with a minimum of two years combined relevant experience/training as required.

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 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 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 and desktop publishing functions.

Knowledge of English, grammar, spelling, punctuation and a variety of letter and report format in order to prepare correspondence and reports.

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc. This person should have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing work.

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.

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

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

Computer experience is required. Must have knowledge and experience in working with programs such as Word, Excel, Publisher, Power Point and gmail. Any additional software experience is preferred.

Must be able to work cooperatively with a diverse group of staff.

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

Must submit to and clear a pre-employment alcohol and drug test and 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 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. 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)**

**OPEN: March 31 2025
CLOSE: April 15, 2025**

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.