

Mickey Gemmill Jr.  
Tribal Chairman



Jessica Jim James  
Recording Secretary

Lawrence Cantrell  
Vice-Chairman

Brandy McDaniels  
Tribal Treasurer

Faith Santillan  
Tribal Secretary

Andrew Wilson  
Sargent At Arms

**ELEVEN AUTONOMOUS BANDS**

36970 Park Ave. Burney CA. 96013

Phone (530) 335-5421

Fax: (530) 335-5069

ATWAMSINI

HEWISEDAWI

**ADMINISTRATIVE ASSISTANT I / ICWA CASE WORKER**

**DEPARTMENT:** Administration  
**STATUS:** Full-time / Non-exempt  
**REPORTS TO:** ICWA Coordinator  
**SUPERVISES:** N/A

ASTARIWI

ILIMAWI

**JOB SUMMARY:** The Administrative Assistant I position is under the supervision and direction of the ICWA Coordinator. The Administrative Assistant I is responsible for general office duties and provides clerical support and manages ICWA Cases as assigned.

**JOB RESPONSIBILITIES:**

1. Type correspondence, reports, letters, memorandums, announcements, lists, data input, meeting minutes, and other documents;
2. Sends, receives and distributes mail and interoffice mail;
3. Submits orders for supplies and maintains supply stock;
4. Performs other clerical duties as assigned;
5. Responsible for administrative files, and other department files;
6. Maintains complete confidentiality at all times.
7. Meets the attendance guidelines of the job and adheres to regulatory, departmental and Tribal Office policies and procedures.
8. Coordinating the activities of the Tribe's ICWA program
9. Assists the ICWA Coordinator in representing and advocating for Tribal children and families involved in ICWA custody proceedings
10. Assists the ICWA Coordinator in conducting intake interviews, providing assessment services regarding family and child strengths, resources, concerns, and progress.
11. Prepare correspondence, reports, updates, of case management files, plans and maintains documentation related to ICWA program.
12. Draft interventions to Courts and agencies involved in ICWA cases.
13. Maintain regular contact with state agencies, social workers, and family placement officers.
14. Assist the ICWA Coordinator in developing client case plans that address the education, safety, health, and emotional needs of the child.
15. Provide linkages, referrals, advocacy service planning and crisis support to clients as needed.
16. Attends all required meetings and training.
17. Performs other duties as assigned.

ATSUGEWI

ITSATAWI

APORIGE

KOSEALEKTE

AJUMAWI

HAMMAWI

**QUALIFICATIONS:**

1. High School Diploma or equivalent (GED) required;
2. Must be familiar with standard office procedures and equipment (i.e. copies, fax, postage machine, etc.);
3. Experience with computers and word processing (Microsoft Word/Excel);
4. Experience in the area of Indian Affairs or Tribal government is helpful;
5. Must be able to speak with the public in a professional manner;
6. Must have a valid California Driver's License;
7. Must be able to manage a number of priorities simultaneously and meet deadlines;
8. Must have excellent oral and written communication skills.

**PHYSICAL, ENVIRONMENTAL AND INTELLECTUAL CONDITIONS:**

1. Must be able to sit for extended periods of time;
2. Must be able to work at a fast pace and in stressful situations;
3. Must have the manual dexterity to operate a computer and other necessary office equipment;
4. Must be self-motivated and able to handle multiple priorities simultaneously;
5. Must be able to get along with co-workers and work as a team member;
6. Must present a professional appearance at all times.

*The Pit River Tribe reserves the right to make changes to this job description.*

**MUST PASS A PRE-EMPLOYMENT DRUG TEST, FINGERPRINT AND BACKGROUND CHECK.**

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor/Manager. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Job Responsibilities/ Conditions. Furthermore, I agree to accept and accomplish any reasonable task assigned by my superiors.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_