

36970 Park Ave
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www.pitrivertribe.org



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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosalektawi • Madesi

Mickey Gemmill Jr.
Tribal Chairperson

Lawrence Cantrell
Tribal Vice Chairman

Faith Santillan
Tribal Secretary

Brandy McDaniels
Tribal Treasurer

Charles White
Tribal Administrator

OFFICE OF HUMAN REOURCES

POSITION ANNOUNCEMENT AND POSTING Administrative Assistant to the (Executive) Tribal Administrator and Human Resources Director

Department: Administration
Title: Administrative Assistant
Classification: Non- Exempt/Full time
Hourly Wage: \$12.00-\$18.00
Department: Administration
Reports To: Tribal Administrator

Introduction: The purpose of this position is to provide support services to Tribal administration specifically the Pit River Tribe Tribal Administrator and the PRT Human Resources Director. The Administrative Assistant will assist with researching grants and maintaining accurate tribal records and documentation. This position shall work in conjunction with committees as assigned, Tribal Council, and federal and/or other organizations and individuals to establish proactive working relationships.

Position Summary: This position is responsible for all support services to the Tribal Administrator and Human Resources Director. The Administrative Assistant must have the professional maturity and capability to work with Tribal Community members, internal Tribal and Enterprise staff and external stakeholders.

Essential Duties and Responsibilities: Because of the tribe's commitment to community service and the wellbeing of its members, each employee may be expected to perform a wide range of office duties. Such duties may or may not be related to their responsibilities; specific duties include:

- Human Resources Department related functions (Employee packets, personnel files, etc.) ensure Human Resource files are maintained and updated.
- Coordinate calls and requests for appointments with HR Director
- For both the TA and HR Director-prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheets, database, or presentation software.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Open sort and distribute incoming correspondence for TA and HR Director
- Retrieve and file Tribal documents, records, and reports.
- Research funding through Tribal and other sources, applicable grants that enhance our goals and mission as well as prepare basic grants.
- Prepare responses to correspondence for TA and HR Director.

- Conduct research, compile data and prepare papers for consideration and presentation.
- Proficiency in MS word, Excel, Power point and the internet.
- Ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Work with the Tribal Administrator to resolve complaints and ensure customer service.
- Responsible for maintaining TA and HR official office files
- Aid in coordination of community events as determined by TA and HR.
- Work with the TA to prepare the Tribal council agenda and requests.
- Scan and copy relevant mail to appropriate departments, and Tribal Council.
- Other Duties as assigned.

Competencies related to this position: accountability, accuracy, absolute confidentiality, detail oriented, ethical, honesty/integrity, loyal, multi-tasking, organized, reliability and responsible

Qualifications and / or experience: Must have a High School Diploma or GED, Business school or an Associate's degree is preferred. 2-3 years prior experience in the field is required, familiar with grant and contract compliance reporting. Familiar with grant contract reporting. Must have working knowledge of MS Excel and MS Word applications.

Job Requirements: Must be team oriented, establish and maintain effective working relations with Tribal officials, employees, and the general public. Must possess a valid California driver's license and be insurable by the tribe's auto insurer. Must have reliable transportation and provide proof of auto insurance. Applicant must be willing to submit to and pass a pre-employment drug test. Must successfully pass a background check before hiring.

Note: This position requires an awareness and deep appreciation of Indian traditions, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretions, resourcefulness, and good judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

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 right to add, modify, or exclude any 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.

MUST PASS A PRE-EMPLOYMENT DRUG TEST AND THOROUGH REFERENCE CHECK.

You may download an application off the Pit River Tribes website at <http://pitrivertribe.org/tribal-employment/>
 Drop off your application at the Tribal Administration office located at 36970 Park Ave, Burney, CA 96013 or mail. You can also fax the application to 530-335-3140 in care of HR. Questions about the application process can be sent to:
 Elizabeth Sato, Human Resources Director
 Tribal Administration
 36970 Park Avenue, Burney, California 96013
 (530)335-5421, (530)335-3140 Fax
hr@pitrivertribe.org, <http://pitrivertribe.org/>