



Hoplend Band of Pomo Indians Job Description

Position:	Administrative Assistant (F/T)
Under the Direction of:	Tribal Administrator
Rate of Pay:	\$20.00 per hr

POSITION SUMMARY: Performs a variety of management and clerical duties for the Administration department ranging from routine to moderately complex within one or more administrative functions (e.g., accounting, payroll, contract/administration, personnel)

ESSENTIAL FUNCTIONS:

1. Organize and maintain files and databases in a confidential manner
2. Gathers information from readily available sources
3. Prepares communications, such as memos, emails, invoices, reports, and other correspondence
4. Process credit card requests and ensure compliance with the policies as needed
5. Receives purchase requests and processes them to be ordered, providing follow-up and distribution once received
6. Answers telephones utilizing a multi-line system, takes messages, screens calls, provides information to callers, directs calls and messages to appropriate person
7. Provides general information; opens, distributes mail when needed and is the lead on large mail outs to membership
8. Maintains record keeping and database systems within existing software programs
9. Receives invoices and review for accuracy
10. Assists with travel arrangements as needed

The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

REQUIREMENTS/QUALIFICATIONS

Education and/or Experience - High School diploma or GED equivalent required. A minimum of two (2) years of experience performing administrative and office duties such as typing, filing, and fiscal duties is preferred.

Language Skills - Excellent communication skills both written and oral. Interpersonal skills to deal effectively with business contacts and employees at all levels of the Tribe. Ability to read, write, edit, analyze, interpret, and comprehend all aspects of information pertinent to the HR department, technical procedures, state regulations, business periodicals, instructions, business correspondence, and procedure manuals. High degree of organization and administrative process skills including great attention to detail. Ability to communicate information and respond to questions from groups of managers, staff, visitors and general public. Ability to resolve problems/conflicts in a diplomatic and tactful manner.

Mathematical Skills - Ability to accurately calculate mathematical functions applicable to business needs.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

Reasoning Ability - Ability to interpret and follow through on a variety of instructions furnished in written, oral, diagram, or schedule form. Evidence of learning quickly and ability to build on existing business foundations.

Other Qualifications – Proficient in Microsoft Office Products: Word, Excel, Power Point, Publisher and Outlook.

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: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with management employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually quiet.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.

To Apply:

Mail your completed application to: Hopland Band of Pomo Indians, Human Resources, 3000 Shanel Road, Hopland, CA 95449

Apply In Person - You can also submit your application in person to the Human Resources office located at 3000 Shanel Road, Hopland, California. The office is open from 9:00 a.m. to 4:00 p.m., Monday through Friday.

Other Ways to Get Position Listings and Applications - If you need a hard copy of an application mailed to you, please e-mail HR@hoplandtribe.com or call 707.462-2100 or check our website at www.hoplandtribe.com.