



NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA

JOB DESCRIPTION

JOB TITLE: Administrative Assistant I
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DEPARTMENT: Children's and Family Services
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SALARY SCALE: G2/S8 – G3/S10

REPORTS TO: Director

STATUS: Non-exempt – Full Time

JOB SUMMARY:

The Administrative Assistant I responsibilities include receptionist, routine to difficult typing/word processing, performance of repetitive filing, copying, and other tasks as required. In addition, the Administrative Assistant may be expected to take, or transcribe, recorded minutes of official meetings, be able to produce draft correspondence, forms or reports, and work on independent projects to support office personnel.

DUTIES & RESPONSIBILITIES:

1.0 PERFORMANCE AREA 1:

- 1.1 Types letters, memoranda, reports, lists, certificates, and other materials.
- 1.2 Organizes and prioritizes large volumes of information and calls. Answers incoming telephone calls and questions in a polite and professional manner, and directs visitors as needed.
- 1.3 Takes phone messages or fields/answers all routine and non-routine questions. Works in cooperation with other office personnel to ensure coverage of phones.
- 1.4 Establishes, develops, maintains, and updates filing system for the office. Retrieves information from files when needed.
- 1.5 Opens, sorts, and distributes mail. Drafts written responses or replies by phone or email when necessary.
- 1.6 Operates computer, fax machines, copier, postage meter, and other office equipment.
- 1.7 Acts as a liaison with other departments and outside agencies, including high-level staff such as department Managers and Tribal Council Members. Discreetly handles confidential and non-routine Information.
- 1.8 Clearly and respectfully communicates with staff, vendors, and other stakeholders.
- 1.9 Types and designs general correspondences, memos, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- 1.11 Assists with procurement and contract management by compiling and placing office supply orders.
- 1.12 Received orders, log ins, and distributes supplies.
- 1.13 Works independently and within a team on special nonrecurring and ongoing projects as needed.

2.0 PERFORMANCE AREA 3: General Expectations

- 2.1 Attends and actively participates in all meetings (e.g., department meetings, program meetings, employee staff meetings) and other activities as required or assigned.
- 2.2 Attends workshops/seminars as necessary to increase skills and knowledge to improve their ability to approach work effectively.
- 2.3 Supports the overall needs of the organization by working flexible or extended hours when necessary.
- 2.4 Supports the needs of the organization by traveling to other NFR sites when staffing needs dictate the need for additional personnel.
- 2.5 Demonstrates awareness of, and compliance with, organizational mission and objective of NFR to provide support services for all members of the community.
- 2.6 Supports their own staff development by completing the required hours of continuing education each



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- year.
- 2.7 Maintains confidentiality and respect for information regarding patients and other team members; abides by NFR Rules of Confidentiality and general privacy regulations regarding privacy.
 - 2.8 Displays a positive, professional, and respectful demeanor always toward employees, peers, professional contacts, and tribal citizens, maintaining a professional appearance and positive image for organization.
 - 2.9 Contributes to the team by promoting positive staff interaction, maintains open communication with other programs/departments and works to solve issues as they arise in the work environment.
 - 2.10 Other work-related duties as assigned by supervisor. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally either verbally or in writing.

EDUCATION, EXPERIENCE, LICENSE/CERTIFICATION, & SKILLS:

Education

- Must possess a High School Diploma or GED.

Experience

- Minimum of one (1) year of directly related administrative experience or a combination of education and experience.

License/certification

- Valid driver's license.

Skills

- Able to quickly build and maintain rapport with patients and providers of differing backgrounds, team player.
- Customer-service oriented.
- Familiar with adult learning and general training techniques.
- Positive professional insight.
- Flexibility and dependability.
- Demonstrated good problem-solving skills, sound judgment.
- Effective leadership/supervisory skills.
- Modern office practices and procedures including scanning, faxing, etc.
- Basic to Intermediate software skills with MS Office suite (Word, Excel, Outlook, PowerPoint, Publisher, Visio, SharePoint). Some experience working with employee portals.
- Attention to detail and excellent follow-through on work tasks.
- Able to handle multiple tasks simultaneously.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Environmental Conditions:

Work generally takes place within an office environment. Air quality is good with general adequate lighting at desk/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and public.



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Physical Requirements:

- Must be able to lift up to 20 pounds and push up to 50 pounds (on wheels).
- Must be able to hear staff on the phone and those who are served in-person and speak clearly in order to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn

NFR complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.

I have received a copy of my job description, I have read and understand the job requirements, responsibilities and expectations set forth in my position. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Name (Print):	
Signature:	Date:

Created: 06.23.2022
Tribal Council Approved: 06.23.2022