



BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY
Big Pine Paiute Indian Reservation

POSITION: Administrative Assistant
SUPERVISED BY: Tribal Administrator/Tribal Council
PAY RATE: DOE (Starting Range: \$17-\$18.50/hr)
STATUS: Full-time, 40 hours/week, with benefits

GENERAL STATEMENT OF RESPONSIBILITY: Serves as lead staff person providing support to the Tribal Administrator and Secretary/Clerk services to the Tribal Council; provides general services and assistance to Tribal Committees, i.e., Enrollment, Land Assignment, and Election Committees; serves as primary community liaison concerning applications, petitions, inquiries and other governmental services; and functions as a positive and cooperative team member within the Tribal Administrative Office.

JOB DUTIES: Duties will include, but not be limited to the following:

1. Provide a high level of administrative assistance, legal record-keeping and documentation, and research and analyses of sensitive issues associated with the functions of the Tribal Government.
2. Relieve Tribal Administrator of all basic clerical work and routine office-management tasks.
3. Manage and maintain, in an organized fashion, a reliable records-management system for filing and safekeeping of Ordinances, Resolutions, Policies, Procedures and other vital governmental records.
4. Assemble staff reports, committee documents and other essential paperwork for meetings.
5. Work with Tribal Chairperson and Tribal Administrator to prepare meeting agendas; attend all scheduled meetings; and record and transcribe all meeting minutes in a prompt and timely manner.
6. Maintain calendars for all Tribal government meetings, projects and community events
7. Coordinate and schedule all workshops and trainings and arrange and prepare travel itineraries and associated travel documents for Tribal Council, Tribal Administrator and support staff.
8. Network and interact with government/agency representatives, tribal members, community agencies, funding agencies and other representatives of governmental network, providing assistance to the extent possible.
9. Coordinate completion and publication/printing of the tribal newsletter.
10. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Employees in this position are expected to possess specialized knowledge of the Tribal Council roles and responsibilities, including administrative, operational, and mandated processes and systems. Discretion, attention to detail and confidentiality are essential characteristics of the job, and the individual in this position is expected to practice discernment amidst divergent viewpoints and interests and impartiality in favor of the Tribal Government as a whole.

- Must possess excellent verbal and written skills with the ability to compose letters and other important documents.
- Must have a working knowledge of modern office practices and office machines and be highly computer skilled.
- Flexibility and the ability to multi-task while being personable and maintaining a professional demeanor is essential.
- Excellent organizational and analytical skills with strong attention to detail and the ability to successfully coordinate, plan, implement and complete a variety of assignments, while often working under deadlines and pressure, is required.
- Knowledge of Tribal membership, Land Assignments, and other government services is highly-desirable.

MINIMUM QUALIFICATIONS:

Experience and Training:

Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: At least two to three (2-3) years of progressively responsible secretarial/administrative support experience, including sufficient experience as a secretary to a public agency or government.

Training: Equivalent to an associates' degree from an accredited college with major course work in business, general management, government or a related field.

- Must have excellent computer skills; word processing of 50-75 wpm, and proficiency in Excel, Word, Publisher and other software applications.
- Must abide by Tribal confidentiality agreement.
- Must possess a valid State of California driver's license and be insurable with Tribe's insurance carrier.
- Must pass pre-employment and random drug screening

Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. Cet.) 25 CFR 271.44)

Position Open Until Filled. Interested individuals must complete a Big Pine Tribal Application. Applications may be sent via mail, email or faxed and received by the Big Pine Tribal Office. Application forms are available on the Tribe's website: www.bigpinapaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513. For additional information, please contact the office at (760) 938-2003 or by email at info@bigpinapaiute.org.