



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Administrative Assistant I
Department: Education
Supervised by: Education Director
Pay Grade: NE3 \$19.51-\$25.36 Hourly (\$40,560.00 - \$52,748.80) DOQ
FLSA: Full Time; Non-Exempt

Position Summary: Under the supervision of the Education Director, the Administrative Assistant will provide administrative support to Bishop Indian Education Center (BIEC) staff and Director. Duties include general clerical, receptionist/secretarial, and project-based work. Project a professional organization image through in-person/virtual and phone interaction.

Indian Preference: The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

- Greet and direct office visitors, answer main office telephone system, respond to direct request for information, forward messages to appropriate staff. Make sure the office is kept in an orderly and clean fashion.
- General office duties such as typing flow of correspondence, filing, requisition of supplies, faxing, etc.
- Receive and disseminate BIEC applications to appropriate programs.
- Responsible for ensuring appropriate maintenance and service of office equipment and departmental vehicles.
- Maintain inventory for office supplies and assist with research and cost comparisons for vendors to maintain cost effectiveness and quality.
- Performs executive level secretarial duties upon request from Management Staff including maintenance and scheduling of individual calendars, screening of calls, booking travel arrangements, coordinates materials for meetings, drafting of documents, etc.
- Responsible for taking meeting minutes for the Parent Advisory Committee.
- Assist with review and development of Bishop Indian Education Center grants and reports.
- Supervise/monitor and assist students attending Bishop Indian Education Center after school tutoring and other activities.

Experience and Education:

- High school diploma or GED.
- One year of experience in an administrative position.
- One year of experience working with school-aged children.
- Knowledgeable of computer hardware and software applications, the internet, and various uses of electronic technology for information and data management.
- Ability to communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills.

Other Requirements:

- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Obtain a CPR and First Aid certification and a food-handling certificate, or willing to take classes immediately upon hire.
- Must have and maintain a valid California Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- *Analytical Skills* - Ability to analyze operational, statistical, and financial information and draw logical conclusions; compare and interpret facts and figures.
- *Communication* - Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives, and letters.
- *Customer Oriented* - the individual delivers excellent service to both internal and external customers/students in a friendly and courteous manner.
- *Time Management* - the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- *Detail Oriented* - the individual demonstrates accuracy and thoroughness and monitors their own work to ensure quality.
- *Adaptability* - the individual adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays or unexpected events.
- *Reliability* - the individual is consistently at work and on time, follows instructions, responds to management's direction, and solicits feedback to improve performance.
- *Organized* - the individual keeps clean and organized workspace and projects.
- *Motivated* - the individual inspires self and others to get the job done and follow through on tasks.
- *Technology Skills* - Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.
- *Safety Oriented* - Observes surroundings to maintain a safe work environment for participants and co-workers.

Physical Demands/Work Environment:

The employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear. The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl. The employee may occasionally be required to lift and/or carry up to 50 lbs. Work is generally performed in an office setting and occasionally in an outdoor environment. Tutoring schedules and multiple demands are common. Travel is required for training, meetings, conferences, presentations, and other events. Frequent driving to sites, training, and home visits sometimes in outlying areas.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____