



**TRIBAL GOVERNMENT
EXECUTIVE ADMINISTRATIVE ASSISTANT
Position Description**

Reports to: Chief Operating Officer	Open: Immediately
Job Class: Exempt; 40 hours per week	Closes:
Email or fax resumes to:	Projected Start Date: June 2016
<i>Preference given to Tribal Members of Paskenta Band of Nomlaki Indians.</i>	

DESCRIPTION & DUTIES

Perform a wide variety of complex administrative duties under the direct supervision of the Chief Operations Officer.

The ideal candidate uses discretion and independent judgment to organize work effectively to meet critical administrative deadlines; completes projects and special assignments by establishing objectives, determining priorities, managing time, monitoring progress, problem solving and adjusting plans and priorities as needed

Must be comfortable managing multiple priorities, assigning priorities, setting up and documenting processes, finding efficiencies and managing communications to implement processes and very effective time management and communication skills for the organization

Duties may include the following:

- Set up, document and communicate efficient office procedures
- Develop and oversee general office administrative procedures, standardizing and communicating changes
- Set up and maintain operating policies for daily office operations
- Create, edit and proof correspondence and reports independently.
- Prepare communication materials for Tribal Council and Executive Staff.
- Prepare and develop a records management system, maintain and communicate changes
- Develop and maintain an archives system, with written policies and procedures.
- Provide assistance in developing standardized communications with outside and internally
- Provide backup to Tribal Government Administrative assistant as needed.
- Assist with special projects or other administrative duties as needed.

KNOWLEDGE, SKILLS & ABILITIES

Paskenta Band of Nomlaki Indians
Executive Administrative Assistant Job Description

- High level of organizational skills, and ability to communicate effectively
- Demonstrated high level of time management skills and efficiency in office procedures
- High level of ability to act independently, but maintain effective level of communication
- Demonstrated computer literacy, including proficiency in Microsoft Office software skills
- Excellent command of English language, spelling, grammar and punctuation.
- Very strong interpersonal and effective communication skills, both written and verbal
- Principles and practices of record keeping, ability to maintain accurate and up to date files for the office.
- Ability to exercise discretion, maintain strict confidentiality and adhere to the Tribal Code of Ethics at all times.
- Independently perform difficult administrative and support work involving the use of independent judgment and personal initiative.
- Ability to type 50 wpm.
- Ability to lift up to 25 lbs. safely.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- Bachelors' Degree from an accredited college *or* university or a minimum of ten (10) years working as an Executive Secretary or Administrative Assistant.
- Demonstrated experience in supporting management.
- Must complete and pass background investigation, including submission of fingerprints.
- Possess valid California Driver's License and be insurable by the Tribe.

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions.

COMPENSATION: DOE.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE OF WORK BEING PERFORMED BY THE INDIVIDUAL IN THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR SKILLS REQUIRED OF PERSONS ASSIGNED IN THIS CLASSIFICATION.