



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 257-4921

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	January 07, 2025
CLOSING DATE OF ANNOUNCEMENT:	January 21, 2025
POSITION TITLE:	Administrative Assistant (Tribal)
SUPERVISES:	No
STARTING SALARY:	\$17.65 to \$22.06 (Depending on Experience)
GRADE:	8
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package *See below
SUBJECT TO P.L. 101-630:	Yes This position works with and around our children and youth and is therefore subject to P.L. 101-630.

GENERAL STATEMENT OF RESPONSIBILITIES:

Under the guidance of the Tribal Office Manager, the Administrative Assistant supports the day-to-day operations of the Tribal Office.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Welcomes visitors by greeting them, in person or on the telephone, answering or referring inquiries.
- Maintains strict tribal office confidentiality and protects operations by keeping information confidential.
- Assists with the preparation of correspondence, reports, minutes, and various other materials.
- Processes receipts of all payments; delivers receipts to Fiscal every Friday and on the last day of each month.
- Logs and distributes correspondence keeping an up-to-date computer and/or paper log of all incoming and outgoing mail and faxes.

- Contributes as a team player in processing Tribal Office mailers.
- Assists with the preparation of Tribal Business Council meeting packets.
- Obtains articles for the quarterly Tribal Newsletter and prepares the same.
- Keeps equipment operational by keeping all copiers full and following manufacturer's instructions and established procedures while using equipment.
- May be required to attend Tribal Business Council meetings and take minutes.
- May be required to assist in the preparation and submission of formal Minutes within seven (7) business days following Tribal Business Council meetings.
- Assists in the preparation of Tribal Office records, on an annual basis, for transport to storage.
- Maintains all Tribal Office bulletin boards.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Ability to work well under pressure and meet deadlines.
- B. Skill in organizing resources and establishing priorities.
- C. Strong interpersonal skills and the ability to work effectively with a wide range of individuals.
- D. Ability to communicate effectively, both orally and in writing. Ability to create, compose and edit written materials.
- E. Ability to gather data, compile information, and prepare reports.
- F. Ability to use tact, courtesy, discretion, resourcefulness, and good judgement in handling issues of a sensitive nature.

MINIMUM QUALIFICATIONS:

1. Must have a high school diploma or equivalent from an accredited high school.
2. Must have a valid California driver's license or license from current residence state.
3. Must pass P.L. 101-630 background check.
4. Must pass a pre-employment drug test.
5. Must have a valid CPR card or be able to obtain one within ninety (90) days of hire.

ADDITIONAL QUALIFICATIONS FOR THIS POSITION

6. Must have one (1) to three (3) years of similar or related experience, with a minimum of one (1) year of documented office experience.
7. Must be able to lift thirty (30) pounds.
8. Must be able to type and use various programs on the computer.

WORKPLACE ENVIRONMENT:

1. **PHYSICAL SAFETY:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
2. **WORKING ENVIRONMENT:** Regular exposure to favorable conditions such as those found in a normal office.

PERFORMANCE EXPECTATIONS:

- Uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards.
- Interact in an honest, trustworthy and respectful manner with employees, visitors and vendors.
- Participate in departmental staff meetings, quality management activities, cultural and educational programs.
- Comply with policies and procedures.
- Display respect and understanding of Susanville Indian Rancheria's traditions and values.
- The way the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability.
- Any attitude or behavior that will tarnish the name or reputation of the Susanville Indian Rancheria will not be tolerated and is subject to disciplinary action.

PREFERENCE POLICY:

- 1st Preference: Enrolled member of a Federally Recognized Tribe.
2nd Preference: Documented proof of Veteran Status, i.e. DD-214, Veterans Benefit Card.
3rd Preference: All other applicants.

SIR BENEFITS PACKAGE:

The Susanville Indian Rancheria offers its full-time employees a highly competitive benefits package, including: annual cost-of-living increases; eligibility for annual merit increases; sixteen paid holidays; thirteen days paid sick leave; up to twenty-six days paid annual leave (depending

on length of service); maternity leave; paternity leave; affordable group health, dental, vision, and life insurance; and 401(k) retirement plan.

HOW TO APPLY AND APPLICATION REQUIREMENTS:

All applicants are required to submit a Susanville Indian Rancheria/ Lassen Indian Health Center application. Applications can be found on our website at: www.sir-nsn.gov/human-resources/ (SIR – LIHC – Gaming Commission Application for Employment P.L. 101-630 Requirements) or picked up at 745 Joaquin Street, Susanville, CA. Resumes in addition to the Application is encouraged but not mandatory.

Only **complete** applications will be considered. For your application to be considered complete you must attach the following:

1. Completed Susanville Indian Rancheria/Lassen Indian Health Center Application.
2. Copy of your High School Diploma **And/Or** College Degree or transcripts documenting your graduation or completion of your Degree.
3. Copy of your valid Driver's License.
4. Copy of any other certifications required.
5. Copy of Tribal Card, if claiming Indian Preference.
6. Copy of DD214 or other proof of Veteran status, if claiming Veteran's Preference.
7. **In additional we encourage you to provide a statement on how you meet each Minimum and Additional Qualifications and Knowledge, Skills, and Abilities.**

Complete applications can be dropped off in person to the Human Resources Office at 745 Joaquin Street, Susanville, California, Monday through Friday from 8:00 am to 5:00 pm. They may also be emailed to wbrown@sir-nsn.gov or faxed to [530-251-1895](tel:530-251-1895) or mailed to the above address. All applications must be **received** by 5:00 pm Pacific Standard Time on the closing date of the announcement.