



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130
(530) 251-5161

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	July 23, 2026
CLOSING DATE OF ANNOUNCEMENT:	August 03, 2026
POSITION TITLE:	Executive Assistant (Tribal)
SUPERVISES:	No
STARTING SALARY:	\$24.82- \$30.47, depending on experience
GRADE:	11
FLSA STATUS:	Non-Exempt
NUMBER OF POSITIONS:	1
STATUS:	Permanent
HOURS:	Full Time
BENEFITS:	Highly competitive package <i>*See below</i>
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 Tribal Executive Assistant prepares all tribal correspondence, prepares, and tracks all travel for the Tribal Business Council, attends and prepares minutes from all Tribal Business Council meetings, and maintains all correspondence and files associated with the Tribal Office.

SPECIFIC AREAS OF RESPONSIBILITIES:

Welcomes visitors by greeting them, in person or on the telephone, answering or referring to inquiries.

- Maintains filing system.
- Prepares travel paperwork for the Tribal Business Council and submits it to the Fiscal Department for processing.
- Acts as the Tribal Office key custodian.
- Maintains strict tribal office confidence and protects operations by keeping information confidential.

Assists the Tribal Office Manager with the following duties:

- Preparation of Tribal Business Council meeting agendas.
- Preparation and distribution of Tribal Business Council meeting packets three (3) business days prior to scheduled meetings.
- Attends Tribal Business Council meetings and takes minutes.
- Preparation of formal meeting minutes for review within seven (7) business days following Tribal Business Council meetings.
- Coordination of various meeting considerations, including meeting notification, coordination of meeting materials, preparing and distribution of agenda and related documents.
- Preparation of Tribal Office and Tribal Chair articles for the quarterly Tribal Newsletter and assist in preparing the same.
- Maintains an all-staff calendar of Tribal Business Council meetings as well as a Tribal Office calendar with detailed schedules of the Tribal Business Council, Tribal Administrator, and Department Heads / Program Managers.
- Assist in the preparation of all Tribal Office records, on an annual basis, for transport storage.
- Assist in the processing of Tribal Office mailers.
- Assist in the processing of payments made at the Tribal Office, delivering receipts to Fiscal every Friday as well as the last day of each month.
- Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- A. Skill in written and verbal communication.
- B. Ability to work well under pressure and meet deadlines.
- C. Ability to resolve conflicts and maintain a positive work environment.
- D. Ability to use tact, courtesy, discretion, resourcefulness, and good judgment in handling issues of a sensitive nature.
- E. Ability to be flexible and willing to take directions.

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. Associate's degree in business administration or similar field or completion of a course of study at a business or trade school or job specific skills acquired through on-the-job training or apprenticeship program. Two (2) years of experience may be substitutes for one (1) year of college.
7. Must type forty (40) words per minute.
8. Able to lift and carry thirty (30) pounds.
9. Computer experience in various kinds of software including, but not limited to, word processing and spreadsheet programs such as MS Word and Excel.

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 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 ewadley@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.