



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

VACANCY ANNOUNCEMENT

OPENING DATE OF ANNOUNCEMENT:	January 22, 2024
CLOSING DATE OF ANNOUNCEMENT:	February 5, 2024
POSITION TITLE:	Administrative Assistant (ICWA & SS)
SUPERVISES:	No
STARTING SALARY:	\$17.65
GRADE:	8
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 Indian Child Welfare Act (ICWA) and Social Services (SS) Director, the Administrative Assistant (ICWA & SS) supports the day-to-day operations of the Social Services Department.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Welcomes visitors by greeting them, in person or on the telephone, answering or referring to inquiries.
- Begins initial intake of applications for social services and member assistance.
- Processes applications for reimbursement programs.
- Maintains strict tribal office confidence and protects operations by keeping information confidential.
- Assists with the preparation of correspondence, reports, data entry, and various other materials.

- Processes receipts of all reimbursements; delivers receipts and documents to Fiscal on a regular and timely basis.
- Delivers payments to local vendors and agencies when necessary.
- Contributes as a team player in work involving the Social Services Department.
- Assists with the preparation of ICWA Advisory meeting packets and other community meetings as needed.
- May be required to attend Community meetings to represent tribal social services and take notes.
- Assists in the preparation of social service records, for grant or program compliance.
- Ensure that forms and documents are available and updated for public use.
- 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. Skill in Computer Applications for office work, specifically MS Office Suite, and Copy/Fax machines.
- D. Strong interpersonal skills and the ability to work effectively with a wide range of individuals.
- E. Ability to communicate effectively, both orally and in writing. Ability to create, compose and edit written materials.
- F. Ability to gather data, compile information, and prepare reports.
- G. 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.

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 30 words per minute.

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 Indian Tribe.
2nd Preference: Documented proof of Veteran Status, i.e., DD-214, Veterans Benefit Card.
3rd Preference: All other applicants.

The Susanville Indian Rancheria is an equal opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, age, disability, or genetic information.

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 at 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.