



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Administrative Assistant to the Tribal Council
Department: Administration
Supervised by: Tribal Administrator
Pay Rate: T-6 \$16.48-\$23.07/Hr (\$34,278.40-\$47,985.60/Annually) DOQ
FLSA Status: Exempt - Full-Time

Position Summary: The Administrative Assistant to the Tribal Council under the direction of the Tribal Administrator provides high level clerical/administrative support to the Tribal Council. This position is responsible for attending all Tribal Council meeting and taking accurate minutes, travel arrangements as required by the Tribal Council, coordinating meeting schedules and preparation of Tribal Council informational material for all meetings.,

Responsibilities:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Perform a variety of secretarial, clerical and public relations duties for the Bishop Paiute Tribe
- Provide secretarial and clerical support for Bishop Indian Tribal Council including the recording and transcribing of all Council meeting minutes, preparing final copy of ordinances and resolutions, and assisting the Administration with Council action items and directives.
- Coordinate Administration, Tribal Chairman, and Vice Chairman as to meeting schedules, Tribal Council agenda and agenda information.
- Coordinate Tribal Council action items from Council minutes with—Administration to ensure timely follow through until completed and reports back to Council
- Prepares meeting material to ensure Tribal Council if fully informed and has all necessary documentation to make informed decision while conducting business for the Bishop Paiute Tribe.
- Attends Tribal Council meetings and other tribal agency meetings as directed.
- Coordinates with Tribal Council various meeting considerations, including notification, coordination of materials, preparation and distribution of various meeting minutes, as needed.
- Maintains member files for all Committees, Board and Tribal Council elections, appointments and selections.
- Maintain logs and tracking systems for incoming and outgoing correspondence, project schedules, staff assignments, and other specialized materials related to the assigned function, and follow-up with staff as necessary.
- Type and distribute letters, contracts, reports and memoranda, including materials of a confidential nature; compose letters requesting or providing information concerning routine matters independently or from oral or written instructions; take notes quickly and accurately.
- Develop and maintain extensive filing and recording keeping systems.
- Process purchase requisitions and orders as needed; maintain adequate inventories of office supplies; order office supplies and equipment according to established guidelines.
- Perform customer service activities: answer telephone calls; schedule appointments and meetings; explain programs, policies and procedures within the scope of authority; provide information of

general or limited technical nature; take messages and refer callers to appropriate person or department.

- Prepare and schedule travel arrangements for Tribal Council; assure proper accounts are charged and complete required documentation for reimbursements
- Perform other duties as assigned.

Supervisory Responsibilities: Supervises a variety of clerical employees as directed by the Tribal Administrator and/or Assistant Tribal Administrator.

Qualifications:

- High school diploma or equivalent. Completion of Administrative curriculum related to specific job duties is preferred.
- Combination of education and work experience with a minimum of 2 years general office experience plus 2 years executive level secretarial experience.
- Excellent typing/word processing, communication, grammatical and composition skills.
- Fully competent at the intermediate level with Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook; Internet experience, Data base entry experience.
- Must have the ability to maintain extreme confidentiality at all times, meet deadlines, exhibit maturity and professionalism at all times. Must be well organized and a self-starter.
- Must be able to work independently, keep supervisor informed of all finance related issues, use discretion, and operate with a high level of competence
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Shall comply with the Drug-Free Workplace Policy and a Criminal Background Investigation.
- Subject to drug testing pursuant to the Tribe's Drug and Alcohol policy.
- Must have a valid California Drivers' License and be insurable by the Tribe's insurance agency.
- Required to successfully pass all pre-employment test and background requirements.

Signatures

Employee and Management signatures below constitutes employee's understanding of the requirements, essential functions and duties of the position and will perform all the duties and responsibilities within this job description.

Employee: _____ Date: _____

Manager/Supervisor _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the prevailing Bishop Tribal Employment Rights Ordinance (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.