



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

## **POSITION DESCRIPTION**

**Position:** Administrative Assistant

**Salary:** \$18.00 - \$24.00 per hour (DOE)

**Opening:** Wednesday, February 8, 2023

**Closing:** Wednesday, April 5, 2023

### **BASIC FUNCTION:**

Under the direct supervision of the Tribal Administrator. This position is responsible for assisting with the daily activities of clerical duties while receiving direction and supervision from the Tribal Administrator.

### **DUTIES & RESPONSIBILITIES:**

- Assists and supports the Tribal Administrator with managing all office sites and provides general direction from the Tribal Administrator to designated personnel.
- Provide analysis of monthly program expenditures, follow-up with respective directors and advise Tribal Administrator of discrepancies.
- Provide administrative support to the Tribal Administrator in overseeing all grants, programs, policies, and monitor to ensure overall goals and objectives are accomplished.
- Assist department head meetings to obtain progress reports monthly.
- Supports the effectiveness of programs, identifies administrative problem areas, and monitors corrective action plans.
- Reads and routes incoming mail.
- Locates and attaches appropriate files to correspondence.
- Organizes and maintains file system and files correspondence and other records.
- Answers and screens phone calls and arranges conference calls.
- Coordinates schedules and makes appointments as requested.
- Coordinates and arranges meetings, prepares agendas, reserves, and prepares facilities, and records and transcribes minutes of meetings.
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including email and faxes.
- Orders and maintains supplies and arranges for equipment maintenance.
- Keeps updates on tribal resolutions and ordinances.
- Will assist in preparing packets and corresponding documentation as well as distributing any documents as required.
- Maintains confidentiality regarding issues related to sensitive information, files, records, and departments.

- Performs other related duties as assigned by the Tribal Administrator.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have strong written, verbal, reasoning, and analytical skills.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or GED
- BA or BS degree in Business or Public Administration or related degree with three years of verifiable, successful work experience as an assistant or in a position of equal level or responsibility; OR
- A minimum of five years in administration and/or combination of education, training, and experience equal to five years of successful administration experience or in a position of equal responsibility.
- Experience in Tribal Government.
- Knowledge and experience in financial management, human resources/personnel/employee supervision, and grant and contract management.
- Ability to multi-task and have excellent management, planning, and organizational skills.
- Experience with computers -spreadsheets, word processing.
- Receive and properly carry out instructions in a polite and businesslike manner; and establish and maintain effective working relationship with employees and Tribal Members.
- Must have excellent analytical, oral, and writing skills, and have working knowledge and understanding of current Tribal and federal laws and regulations.
- Must have a valid Driver's License and be insurable to drive company vehicles.
- Must have the ability to multitask and prioritize.
- Must be able to take direction from Tribal Administrator and communicate those directions to staff.
- Must be able to establish and maintain effective working relationships with fellow employees and the public and maintain a professional attitude.
- Excellent communication skills.
- Must have initiative and be able to work under minimal supervision.
- Ability to work in pressure situations and produce high quality work.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe**

**Human Resource Department**

**350 Picacho Road**

**Winterhaven, CA 92283**

**Telephone: (760) 919-3600 Ext. 280**

**Fax: (760) 572-2961**

**Mailing Address:**

**P. O. Box 1899**

**Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at**

**[hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.

