POSITION DESCRIPTION

POSITION:  NATURAL RESOURCES ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO:  Natural Resources Administrator

SALARY:  Step Range: 5-24 Full Benefits  
        Salary Range: $29,263 - $51,313  
        Hourly Range: $14.07 - $24.67

CLASSIFICATION:  Non-Management, Regular, Full Time

LOCATION:  Klamath Tribes Administration Building  
            Natural Resources Department  
            501 Chiloquin Blvd  
            Chiloquin, Oregon 97624

BACKGROUND:  Not required

POSITION OBJECTIVES

The primary purpose of this position is to provide administrative support for Natural Resources. The work includes various responsibilities involving different processes and methods, requiring a wide range of administrative and secretarial skills. The work often involves highly confidential matters, and the pressure of deadlines.

MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent will perform receptionist duties for the department. This includes receiving and greeting visitors and clients; receiving and relaying incoming and interoffice telephone calls; answering routine and procedural inquires personally and referring other matters to supervisor and/or appropriate staff members; taking and routing telephone messages to appropriate staff.

2. Perform a variety of administrative functions for Natural Resources staff including; arranging conferences or meetings; general clerk; receiving and filing
correspondence, records, and reports; receiving and reviewing office mail; preparing documents and forms; preparing travel requests for staff and interfacing with appropriate administrative staff to make travel arrangements in accordance with Tribal travel policies; and ordering and maintaining adequate office supplies.

3. Type and reproduce a variety of daily correspondence and documents from dictation, handwritten, or rough copy. This includes, but is not limited to, purchase orders, voucher requisitions, memorandums, letters, travel forms, reports, meeting minutes and directories. Responsibility will include proper assembly, arrangement, grammar and spelling. Prepare intermediate drafts and update forms or procedures when requested.

4. Work closely with Natural Resources Administrator to establish and maintain all office systems, including computerized and paper systems for example, filing all paper documents into correct fund accounts and keeping all cuff accounts updated. This includes developing new standard operating procedures and maintaining existing ones for each system.

5. Maintain a system for tracking and securing all new capital purchases.

6. Maintain a tracking system for grants from applications to completion. This includes tracking starting and ending dates; all financial aspects for the grants; and due dates for progress and final reports, with reminder to appropriate staff that reports are due using a shared Outlook calendar.

7. Assist the Natural Resources Administrator with preparing editing, formatting and tracking invitations for Bid (IFB), Requests for Proposal (RFP), Requests for Quotes (RFQ), Personal Services Contract (PSC), grants grant reports, budgets, and modifications throughout the administrative review process to ensure all deadlines are met.

8. Maintain records of correspondence, vehicle logs, and action documents. Distribute mail to appropriate Aquatic Administrative Assistant.

9. May be requested to operate a vehicle for example; incumbent may have to drive or retrieve vehicle from maintenance appointment, or retrieve supplies from other locations, etc.

10. Responsible for the issuance of game tags, this will include setting Klamath Tribal members up for their first-time enrollment on line game tag system to create a user profile, selling, and collecting money for game tags; and recording data collected into Excel spreadsheet.

11. Responsible for issuing firewood permits and entering firewood related information into Excel spreadsheet.
12. Receive and secure funds received from game tag and map sales, as per program protocol.

13. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The Natural Resources Administrative Assistant is directly supervised by the Natural Resources Administrator. This position is expected to work independently using prior experience and judgment in ensuring that duties and responsibilities are carried out in a timely manner and that policy and procedures are followed. The individual must perform work independently and accomplish tasks following specific procedures in accordance with established policies, procedures, practices, and priorities of the program. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from the supervisor as necessary, making decisions based on experience.

The Supervisor outlines the overall Tribal and project objectives and priorities, timelines and financial resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to training, experience and instructions. Work is reviewed for compliance with policy, procedures and goal attainment.

The Administrative Assistant may be asked to supervise staff necessary to accommodate project specific assignments in accordance with policies and procedures adopted by the Klamath Tribes. In most instances this will be temporary or part-time summer help.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc.

Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing work.

Ability to learn and understand the process for submitting grant applications and associated procurement documents.

Must have typing skills and the ability to proofread words and numbers accurately. Emphasis will be on accuracy and attention to detail.

Knowledge of accounting principles and bookkeeping skills.
Knowledge of the proper form for business letters is required. Must be able to format other documents in accordance with training, experience, and instructions.

Above average knowledge of grammar, spelling, punctuation, and vocabulary skills.

Ability to maintain project documentation within the Natural Resources by using different methods for completing projects and duties in an organized, systematic, and timely manner.

Ability to establish and maintain and effective filing and records management system.

Knowledge of operating systems such as personnel, property, procurement, and records management. Working knowledge of the various personnel functions and/or benefits.

Knowledge of regulations governing office procedures sufficient to assist staff members in expediting the work of the office and implementing new procedures.

Ability to communicate orally and in writing. Incumbent must be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, etc. as well as for obtaining information or conveying messages.

Good public relations and interpersonal relationships skills. Incumbent must have the ability to meet with a variety of individuals in a professional manner using tact, diplomacy, and mature judgement.

Ability to operate vehicles safe under all types of weather conditions and traffic situations.

Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: Failure to comply with minimum position requirements may result in termination of employment.

- REQUIRED to possess a High School Diploma or Equivalent. (Must submit copy of diploma or transcripts with application.)

- REQUIRED to have at least two (2) years of job-related experience or combination of education and experience equal to two years.

- REQUIRED to have experience with standard office equipment, photocopier, and typewriter.
• **REQUIRED** to be proficient in the use of computers for a variety of tasks including: General computing using Microsoft Office (e.g. Word, Outlook, PowerPoint, Excel, etc.) The use of the accounting software packages such as Microx, Abila MIPS, or the equivalent.

• **REQUIRED** to possess and maintain a valid Oregon Driver’s License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes’ vehicle insurance policy. *(Must submit copy of driver license with application.)*

• **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

• **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

**Preferred Qualifications:**

• Experience in office management.

• Basic Knowledge of bookkeeping skills.

**INDIAN PREFERENCE**

• Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit The Klamath Tribes *Application for Employment* with all requirements and supporting documentation to:

The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

**Please Note:** If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.

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**EMPLOYEE ACKNOWLEDGEMENT:**

I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.

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NR Administrative Assistant
Revised: 8/16/21