



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 04/04/23
CLOSE: Until
Filled

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: PUBLIC RELATIONS ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: Tribal Public Relations Director

SALARY: Step Range: 13-23; Full Benefits
Salary Range: \$39,294 - \$52,808
Hourly Range: \$18.89 - \$25.39

CLASSIFICATION: Non-Management, Regular, Full Time

LOCATION: Klamath Tribes Administration
501 Chiloquin Blvd
Chiloquin, Oregon 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The primary purpose of this position is to provide administrative support for the Public Relations Department. 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 inquiries personally and referring other matters to supervisor and/or appropriate staff members; taking and routing telephone messages to appropriate staff.
2. Maintain record of correspondence and action documents, following up on work in progress to ensure that deadlines are met.

3. Assist with scheduling appointments and meetings for the Tribal Public Relations Director and Klamath News Reporter/Editor. Manage staff calendar based upon personal knowledge of workload and current issues of importance.
4. Responsible for maintaining and updating *Klamath News* subscriptions; this will include setting Klamath Tribal Members up for free subscription.
5. Perform a variety of administrative functions for department staff including; arranging conferences or meetings; producing records and reports; receiving and reviewing office mail; preparing documents and forms; and ordering and maintaining adequate office supplies.
6. Responsible for organization and maintenance of the filing systems, including a computerized filing system. Work closely with Director 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 maintaining standard operation procedures and developing new standard operating procedures as needed.
7. Type and reproduce a variety of documents from dictation, hand written, or rough copy. This includes, but is not limited to, purchase orders, voucher requisitions, memorandums, letters, reports, meeting minutes and directories. Responsibility will include proper assembly, arrangement, grammar and spelling. Prepare intermediate drafts and update forms or procedures, as requested.
8. Prepare all Purchase Orders, Vouchers, and reconciliations. Track all program expenditures using a computerized cuff account/budgeting system. Maintain a system for tracking and securing all new capital purchases.
9. Prepare travel requests for staff working with appropriate Finance staff to make travel arrangements in accordance with Tribal travel policies.
10. Manage a stock of tribal logo items and other promotional gifts for dignitaries and designated events for promotional use in brand/event awareness.
11. Responsible for the dissemination of public information packets mailed to outside agencies.
12. Attend meetings, proceedings and/or training sessions as required. May be required to take notes or prepare summary reports. May be required to travel to meetings and/or other Tribal functions using a Tribal vehicle.

13. Assist with research by verifying information, obtaining documents, files, background information, etc., as assembling materials for use by program staff.
14. Assist in maintaining the Tribal Tradeshow booth.
15. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

The Administrative Assistant is directly supervised by the Tribal Public Relations Director. 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.

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.

Must have keyboarding 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 Department by using different methods for completing projects and duties in an organized, systematic, and timely manner.

Ability to establish and maintain an 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 minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **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 scanner.
- **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 Microix, 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.

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.

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.	
Employee (printed name)	Employee (signature)