



The Klamath Tribes

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

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 12/05/23
CLOSE: 12/19/23

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: CONTRACTS AND GRANTS ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: Contracts & Grants Compliance Officer

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 S. Chiloquin Blvd
Chiloquin, Oregon 97624

BACKGROUND: N/A

POSITION OBJECTIVES

The primary purpose of this position is to provide administrative support for the Contracts and Grants Compliance Office. The work includes various responsibilities involving different processes and methods, that require a wide range of administrative, secretarial, and personable skills. The work often involves following a strict set of timelines, regulations, and the pressure of deadlines. The incumbent will work closely with Tribal Administration Department directors and their staff, other Tribal departments, and outside agencies.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform receptionist duties for the department. This includes receiving and greeting internal and external visitors and clients; receiving and relaying incoming and interoffice telephone calls; answering routine and procedural inquiries and referring other matters to supervisor and/or appropriate staff members; taking and routing telephone messages to appropriate staff following the Tribal Administration chain-of-command.

2. Maintain a record of correspondence and action documents, following up on work in progress to ensure that deadlines are met.
3. Log grants into the Amplifund database daily until all grants are entered; maintain on a weekly basis for any new grants or updates.
4. Assist the Grant and Contract Compliance Officer with setting up and maintaining the Laserfiche files for the office. Maintenance will be performed on a regular basis.
5. Responsible for receiving incoming mail and checking mail on a regular basis. Log and file mail and sort by priority for the Grant and Contract Compliance Officer.
6. Perform a variety of administrative functions for the office 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.
7. Responsible for the organization and maintenance of the filing systems, including a computerized filing system. Work closely with the Compliance Officer to establish and maintain all office systems, including computerized and paper systems, for example, filing all paper documents into grant, contract or agreement files while following the Klamath Tribes Record Policy. This includes maintaining standard operation procedures and developing new standard operating procedures as needed.
8. Type and reproduce a variety of documents from handwritten, 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 and procedures, as requested.
9. Prepare travel requests for staff working with appropriate Finance staff to make travel arrangements are per Tribal travel policies.
10. Manage the grant files in hard copy folders and in computerized folders. Label and maintain folders in a standard method. Set up and maintain a tickler file and whiteboard to track timelines for grants, contracts and agreement through the Administrative Review Team (ART) and Tribal Council review
11. Manage log sheets of incoming grants, contracts, agreement and other time sensitive documents; log sheets must be kept current and include all information.
12. Close working relationships must be developed and maintained with departments, the General Manager, Administrative Officer, Human Resources, Finance staff, and

Tribal Council and their staff.

13. Attend in-person meetings, virtual meetings, and trainings. May be required to take notes or prepare summary reports. In the absence of the Compliance Officer, may be required to answer routine questions regarding office, procedures, or applications.
14. Assist with research by verifying information, obtaining documents, files, background information, etc., and assembling materials for use by the grant and compliance office.
15. Work closely with the grant writers; accurate respectful communication is a must.
16. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Administrative Assistant is directly supervised by the Tribal Contracts and Grants Compliance Officer. This position is expected to work independently using prior experience and judgment to ensure that duties and responsibilities are carried out promptly and that policy and procedures are followed. The individual must perform work independently and accomplish tasks following specific procedures following established policies, procedures, practices, and priorities of the program. This includes the ability to plan and organize work using one's 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 their 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 calendars and schedules, tickler files, setting up meetings and Zooms, etc.

Ability to function effectively under the 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 the proper form for business letters is required. Must be able to format other documents by 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.

Ability to quickly learn how to use grant portals such as grants.gov, JUSTgrants, GrantSolutions, etc.

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. The Incumbent must be able to express her/himself clearly and concisely for the purposes of correspondence, reports, instructions, etc. as well as for obtaining information or conveying messages.

Good interpersonal relationship skills. The Incumbent must have the ability to meet with a variety of individuals professionally and respectfully using tact, diplomacy, and mature judgment. Answering and telephone with professional skills is a must.

Ability to maintain **confidentiality** of records and information pertinent to the nature of the work. Ability and knowledge of filing, disposing, and maintaining confidential and personal information of grant and contract files at all times.

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 a copy of diploma or transcripts with the application; HSD/GED only required when the applicant doesn't have a college degree.*)

- **REQUIRED** to have at least two (2) years of job-related experience **OR** a 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.)
- **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.
- **REQUIRED** to be fully vaccinated for COVID-19 or have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy. Contact HR for the exemption process.

Preferred Qualifications:

- Experience in office management.
- Knowledge of or prior use of accounting software packages such as Microix, Abila MIPS, or the equivalent.

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)