



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

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

OPEN: 01/31/24
CLOSE: 02/14/24

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: EDUCATION OFFICE ASSISTANT

RESPONSIBLE TO: Education Department Office Manager

SALARY: Step Range: 13-23; Part-time Benefits
Hourly Range: \$18.89 - \$25.39

CLASSIFICATION: Non-Management, Regular, Part-Time
Part-time hours 20-39 per week; NTE 32

LOCATION: 501 South Chiloquin Blvd
Education & Employment Department
Chiloquin, OR 97624

BACKGROUND: P.L. 101-630 level

POSITION OBJECTIVES

The Primary purpose of this position is to provide program support to the Education and Employment department Programs as needed at the Tribal Administration Building; in support of Department Programs and activities. The employee will perform on the job duties as assigned by the Office Manager and in accordance to the Tribal Employment Policy. The work includes various responsibilities, requiring someone who can work independently with minimal supervision to ensure timely, accurate and efficient workflow in accordance with office policies and standards. The work often involves highly confidential matters.

MAJOR DUTIES AND RESPONSIBILITIES

1. Effectively communicate the Education and Employment Department information to the public.

2. Maintain and organize work area.
3. Maintain and secure needed office supplies, publications and services.
4. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel. Duties may also include date stamping, mail log entries, and client file documentation.
5. Perform general office duties to include; filing, photocopying, typing letters, reports and other documents as assigned.
6. Attend meetings with department staff and assist program staff; and take minutes as directed.
7. Attend skills building/training workshops and job development information sessions as directed.
8. May be required to assist with the planning of department events and outreach activities for culture camp, youth summit, restoration celebration and/or other events as assigned.
9. 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

Work is performed under the instructional supervision of the Office Manager. Work is normally assigned in terms of objectives to be achieved, according to standard procedures utilized by the Education & Employment Department. Detailed instructions will be provided on assignments. Recurring assignments are carried out independently by the employee. New or unusual situations are to be discussed with the office manager.

Overall program supervision is provided by the Department Director.

KNOWLEDGE, SKILLS, ABILITIES

Ability to communicate well with individuals and groups in both written and oral form.

Ability to accomplish tasks in accordance with established policies, procedures, practices and priorities of the Education and Employment Department and The Klamath Tribes.

Ability to maintain **strict confidentiality** of client information.

Knowledge of basic clerical duties; ability to operate a phone

Ability to adapt within a fast-paced environment; adjusting to a change in job tasks as needed.

Must be able 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:** High School Diploma or GED completion certificate (*must be submitted with application.*)
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **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 with office equipment such as typewriter, computer/word processor, photocopy machine, preferred.
- Computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

INDIAN PREFERENCE

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

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not

necessarily all-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 PROCEDURES

Submit a Tribal ***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)