



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

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

OPEN: 01/29/24
CLOSE: 02/12/24

EXEMPT _____
NON-EXEMPT **X**

POSITION DESCRIPTION

POSITION: ADMINISTRATIVE ASSISTANT (HOUSING)

RESPONSIBLE TO: Housing Office Manager

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: The Klamath Tribes
501 Chiloquin Blvd.
Chiloquin, Oregon 97624

BACKGROUND: Comprehensive

POSITION OBJECTIVES

The primary purpose of this position is to provide administrative support for the Housing 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.

Employee must be able to work in a team environment while performing multiple tasks calmly and effectively, often times under pressure due to the nature of the work.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform a variety of administrative functions for Housing staff including arranging conferences or meetings; general clerical support; receiving and filing correspondence, records, and reports; receiving and reviewing office mail; preparing documents and forms; and ordering and maintaining adequate office supplies.
2. Perform receptionist duties for department staff. Received telephone calls and greet visitors; answer routine and procedural inquiries personally; refer other matters to supervisors or appropriate staff members.
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, 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 the Office Manager to maintain an efficient, easily accessible and understandable filing system for retrieving documents and files. Perform filing duties on a regular basis.
5. Work closely with the Office Manager to establish and maintain all office systems, including computerized and paper systems; e.g. filing all paper documents into correct fund accounts. This includes developing new standard operating procedures (SOP) and maintain/update existing SOPs for position functions
6. Maintain a system for tracking and securing the necessary office supplies. Occasionally may be required to travel to purchase or deliver supplies.
7. Assist the Office Manager with preparing editing, formatting and tracking Invitations for Bid (IFB), Requests for Proposal (RFP), Requests for Quote (RFQ), Personal Services Contracts (PSC), grants, grant reports, budgets, and modifications throughout the administrative review process to ensure all deadlines are met.
8. Assist with client applications needed by Klamath Tribal Housing Department. Provide good customer service and quality care.
9. Maintain mail log and distribute mail to appropriate staff.
10. Prepare program invoices for payment using vouchers and purchase orders.
11. Maintain work order system, on daily basis.

12. Prepare registration for conference/training/meetings for non-travel and travel. Work with Travel Clerk in Finance Department.
13. Act as third-party representative for department staff and accompany Low Rent Coordinator to location when delivering tenant notices, and collecting rent, etc.
14. Collect rent payment from Housing tenants. Accurately record amount received following established program procedures.
15. Serve as an assistant to the Department staff, as needed.
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 Housing Office Manager. 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.

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 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. This person should have the 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 excellent typing skills and the ability to proofread words and numbers accurately. Emphasis will be on accuracy and attention to details.

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 keep good organization within the Housing Department by using different methods for getting projects and duties completed 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 relationship skills. Incumbent must have the ability to meet with a variety of individuals in a professional manner using tact, diplomacy, and mature judgment.

Ability to operate vehicles safely 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 two years of job-related experience.
- **REQUIRED** to have experience with standard office equipment, photocopier, etc.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **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, preferred.
- The use of the accounting software packages such as Microix, or the equivalent, preferred.

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)