



OPEN: 04/25/24
CLOSE: 05/09/24

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

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

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: Language 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: The Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR. 97624

BACKGROUND: P.L. 101-630

POSITION OBJECTIVES

This position serves as a principal assistant to the Language Department Director. The Administrative Assistant is responsible for the administrative and business support activities of the Language Department. The work includes various responsibilities involving different and unrelated processes and methods, requiring a wide range of office management skills. This position requires someone who can work independently with minimal supervision to ensure timely, accurate and efficient work flow in accordance with office policies and standards.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel. Setting up appointments in Outlook Calendar and Zoom app.

2. Effectively communicate Department information to the public.
3. Perform a variety of administrative functions for the Department including arranging conferences or meetings; general clerical support; receiving and filing correspondence, records, and reports; receiving and reviewing office mail; preparing documents and forms. Typing business letters, correspondence, and memorandums, via email and USPS.
4. Work closely with the Supervisor to maintain an efficient, easily accessible and understandable filing system for retrieving documents and files. Perform filing duties on a regular basis. Maintain Excel Worksheets with daily information for monthly reports.
5. Maintain a system for securing and maintaining adequate program supplies. Responsibilities include obtaining services for and the scheduling of maintenance and needed repairs for the Department.
6. Perform bookkeeping duties including requisition of funds, payment of invoices, and maintenance of cuff accounts. Prepare vouchers, purchase orders and pay all invoices using a tracking software system for appropriate billing reconciliation.
7. Prepare travel requests for staff and interface with appropriate administrative staff to make travel arrangements in accordance with Tribal travel policies; and complete appropriate forms.
8. Make copies and distribute Department information to the Tribal public.
9. Attend meetings with clients to assist program staff and take meeting minutes as directed.
10. Maintain a tracking system for grants from application to completion. This includes tracking starting and ending dates; all financial aspects of the grants; and due dates for progress and final reports, with reminders to appropriate staff that reports are due using a shared Outlook Calendar.
11. Assist with Language classes training materials preparation as assigned, may be required to attend outreach events on occasion. Events may be held on the-weekend or in the evening. Use spelling of language as per the MAR Barker writing system. Assist with set up, distribution of materials, and directing students to appropriate Language staff member.
12. Participate in all language meetings and trainings, as required.
13. 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 Language Administrative Assistant is directly supervised by the Language Department Director. 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 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.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of the Klamath Tribes' history, traditions, and customs.

Sensitivity to Native American culture, traditions, customs and socioeconomic needs of our Tribal Community.

General knowledge and understanding of The Klamath Tribes organization, functions, policies, goals, priorities, and operating programs.

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 excellent keyboarding 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 maintain effective organization within the Language 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 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 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, Access and PowerPoint, 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.

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)