



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

OPEN: 10/07/25
CLOSE: 10/22/25

POSITION DESCRIPTION

POSITION: ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: Commodity Program Manager

SALARY: Step Range: 13-23 Full Benefits
Salary Range: \$41,666 - \$55,996
Hourly Range: \$20.03 - \$26.92

CLASSIFICATION: Non-Management, Full-Time, Regular

LOCATION: The Klamath Tribes
Commodity Program Warehouse
1625 Martin Street
Klamath Falls, Oregon 97601

BACKGROUND: Comprehensive Employment Level

POSITION OBJECTIVES

The Commodity Program Administrative Assistant is a support staff position. The primary purpose of this position is to provide administrative support to the Community Services Department Commodities Program and Commodity Program Manager. The work includes various responsibilities involving different processes and methods, requiring a wide range of office skills. This position requires 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, and the pressure of deadlines. Employee must be able to perform multiple tasks calmly and effectively under pressure due to the nature of the work.

This position is grant funded. Funding is supported by the Food Distribution Program on Indian Reservations (FDPIR) administered within the US Department of Agriculture (USDA). The Klamath Tribes service delivery area for this Program includes Klamath County of Oregon and Modoc County of California.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform receptionist duties for the Commodities Program that includes answering telephone in a professional and courteous manner and being able to answer questions and schedule appointments in a polite and pleasant tone.
2. Provide routine office duties, that includes, but is not limited to, typing and reproducing of correspondence; greeting visitors and clients scheduling appointments, taking orders in person and by telephone or other approved methods; answering routing and procedural inquires, referring specific programmatic questions to appropriate staff.
3. Make necessary arrangements for conferences, trainings or meetings either in-person or by Zoom.
4. Purchase and maintain needed office and warehouse supplies, equipment, and services.
5. Responsible for establishment and maintenance of all office filing and data systems, including computerized and paper systems. Examples of such records are cuff accounts, purchase order requests, voucher/requisition forms, invoices, statements, receipts, client program files, action/follow-up files, etc. Must be able to learn to work with the Tribes electronic software such as ALBA MIPS, Executive View and laser fiche, etc.
6. Prepare vouchers, and make requests for purchase orders to pay all monthly bills or invoices using an on-going accounting spreadsheet or workbook and Tribes Electronic systems.
7. Oversee and maintain all Commodities Program client and financial/fund files.
8. Primarily responsible for certifying households in order to receive food from the Commodities Program. Perform in office and home-based client intakes, ensuring client documentation is complete, accurate, and meets the requirements for USDA certification and The Klamath Tribes Commodity Program guidelines.
9. Purchase nutrition education products to be disseminated at fairs, events, and to clients who access food through the Commodities Program.
10. Collect, record, and route incoming and outgoing mail to/from the Commodities Program. Locate and attach appropriate file, vendor, applicant or client, to correspondence for review by appropriate department/program staff.
11. Assist with filling orders, including lifting boxed orders and loading into client vehicles.
12. Serve as a back-up for the Commodity Program Manager, and Commodity Warehouse

Coordinator, as needed.

13. Perform the Commodity Program food demonstrations. This may involve researching recipes and resources; prepping, cooking, and serving food, and clean-up of cookware, kitchen, and dining area.
14. Adhere to, draft, and maintain Standard Operating Procedures for position and as otherwise directed by supervisor.
15. Assist with Community Services Department events, activities, and functions. Participate in Department meetings as necessary.
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

Work is performed under the general direction of the Commodity Program Manager, within the Community Services Department of The Klamath Tribes. The Commodity Program Manager assigns tasks involving familiar concepts in terms of objectives to be achieved. The employee plans and carries out the successive steps of the work assignments and independently handles deviations in the work assignment in accordance with instructions, policies, previous training, and/or accepted practices in accordance with various established office procedures. New assignments are provided in detail, as well as changes in current procedures. Major or new issues are referred first to the Supervisor who is available for advice and assistance in unusual or unprecedented situations. After initial training, work is performed independently.

KNOWLEDGE, SKILLS, ABILITIES

Skill in developing excellent customer service, public relations, and interpersonal skills. Emphasis will be placed on customer service experience and qualities.

Ability to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

Ability to communicate and work effectively and courteously with the public.

Knowledge of warehousing, food storage, and inventory control procedures.

Knowledge of Word, Excel, and Outlook plus ability to learn the USDA ordering and inventory software.

Must possess attention to detail. Ability to keep accurate records for reporting purposes and be able to understand and explain the subject matter.

Ability to learn and maintain oral and written communication skills to interpret instructions, gather information, correspond with clients and coworkers, convey messages, answer questions, and generate reports.

Ability to work independently with little supervision.

Ability to plan and organize work duties, responsibilities and priorities using own initiative, time management, resourcefulness, and prior work training and instruction.

Ability to operate vehicles, machinery, and equipment safely. Operate vehicle safely under all types of weather conditions and traffic situations.

Ability to maintain records and files with Personally Identifiable Information (PII) in a confidential manner that protects the client and the Commodity Program.

Ability to learn the Tribes electronic processes and procedures to efficiently use Albia MIPS, Executive View, Laser Fiche, etc.

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 computer experience; emphasis will be in the use of Microsoft Word, Excel, Outlook and work in a networked environment. *(Please detail in application how this requirement is met).*
- **REQUIRED** to have prior work experience in general office field, or relevant combination of experience and training may be substituted. *(Must provide copy of transcripts or certification to verify training).*
- **REQUIRED** to be able to lift, move, maneuver, and carry up to 40 pounds.

- **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 possess a Food Handlers Card within 30 days of hire.
- **REQUIRED** to possess (or obtain) and maintain Civil Rights Training per USDA grant regulations. *(Must complete training within initial probationary period.)*
- **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 standard office equipment such as a photocopier, typewriter, 10-key, and multi-line telephone is preferred.
- Basic knowledge of bookkeeping skills, 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)