

Yerington Paiute Tribe

VACANCY ANNOUNCEMENT

Position Classification and Description

Tribal Council Approved: 5/5/2021



POSITION TITLE: Administrative Assistant
DEPARTMENT: Administration
SUPERVISOR: Tribal Chairman
SALARY: Level 13-0 \$14.63 – Level 15-0 \$16.13
CLOSING DATE: Open Until Filled

POSITION SUMMARY:

Under the direct Supervision of the Tribal Chairman, this position is responsible for management of the front office of the Tribal Administration. Responsible for cordial interactions with Tribal members, program staff and visitors. Acts as the hub of the administration offices for various duties and coordination of Tribal events delegated

DUTIES:

- Manages front office for Tribal programs. Performs office duties to include typing, filing, correspondence, and like documents, answers telephone and directs calls appropriately and provide notary services.
- Responsible for sorting inter-office mail daily and coordinating package pickup and delivery with Departments.
- Manages calendars and schedules for various programs.
- Prepares packets for Tribal Council meetings.
- Processes and tracks Purchase Orders and distributes supplies for all Tribal programs.
- Maintains security over sensitive tribal documents and handles documents of a confidential nature daily.
- Coordinates Holiday Events with Community Service Clerk.
- Coordinates and completes travel arrangements (flight/motel) for staff.
- Prepares all travel and presentation documents for Tribal Chairman.
- Prepare Department of Motor Vehicle documents as needed.
- Other duties as assigned.

QUALIFICATIONS:

- High School diploma or GED certificate required;
- 3 years of experience in professional office environment preferred;
- Demonstrated strong skills in organizing communications, telephone, in person, and professional correspondence;
- Under minimal supervision, able to perform under pressures of deadlines with constant interruptions;
- Able to type 60 WPM with a high degree of accuracy with the ability to format and proof professional correspondence;

- Strong and demonstrated skill in Excel, Power Point, and development of schedules;
- Exceptionally strong knowledge and operation of word processing systems, as well as general office equipment;
- As this position is of a highly sensitive nature, applicants are required to provide references regarding past job performance and personal character relevant to job duties, confidentiality of records and/or information;
- Able to lift 20lbs or more;
- Willing to obtain a Notary Certification/Status within 6 months of hire;
- Possess a valid Nevada Driver's License and be insurable;
- Pass pre-employment drug screen and complete background investigation.

HOW TO APPLY:

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3-year DMV history, high school diploma/Equivalent or College Degree.

Human Resources Department
171 Campbell Lane
Yerington, NV 89447
775-783-0200 ext. 171
Fax: 775-627-9022
Email: cjensen@ypt-nsn.gov

Please note: *Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, 273.45. Must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act. (if applicable)*