



PYRAMID LAKE PAIUTE TRIBE

Date Posted:12/13/2024

OPEN UNTIL FILLED

ADMINISTRATIVE ASSISTANT

Transportation Planning-Wadsworth Field Office

Johnnie Garcia Transportation Planner \$19.18-\$21.15 per hour; Full-time Regular, Non-Exempt;

Class Code 337, Grade 10 Steps 7-9

DEFINITION: Provides a comprehensive range of administrative support services. Performs highly responsible secretarial work requiring the frequent exercise of independent judgment in applying and interpreting policies, regulations, and procedures. May act as a lead person and supervise other department employees who offer support functions within the department.

DUTIES AND RESPONSIBILITIES:

Serve as key assistant to the department; receive, direct, and screen visitors, handle telephone calls and aids or technical information concerning policies, procedures, and other details.

Type, file, and handle all secretarial and clerical office matters for the administrative staff, such as reports, memoranda, letters, and other correspondence.

Maintain all written policies and procedures and keep staff informed of changes. Maintain a chronological, centralized filing system of all policies and procedures, correspondence, reports, and other miscellaneous files needed for the department.

Maintain compliance with the U.S. Postal Services and mailing of all outgoing mail and the distribution of incoming daily or as needed. Monitor the use of the postage services.

Prepare various agendas and documents for meetings. Attending meetings and transcribe into the official minutes as required.

Maintain confidential files and assist with the implementation to safeguard all department property in compliance with appropriate management guidelines.

Respond to requests or complaints from the public; refer inquiries to the appropriate individual or department; research and assemble information as directed.

Act as the liaison with Finance personnel regarding the department accounts and activities. Receipt incoming money and turn it over to the Finance Department following adopted procedures.

Coordinate with professional staff to collect data and complete the analysis of work programs and cost estimates for preparation of program budgets; prepare purchase orders, claims, employee action forms, time sheets, check requests and other forms as needed.

Coordinate community meetings, facilities, and special affairs as required.

Supervise subordinate staff and account for the daily activities of the department as delegated. Inform the supervisor of daily administration and program developments or deadlines.

DUTIES AND RESPONSIBILITIES cont.:

Conduct inventory of various items. Maintain and stock office supplies and materials as needed.

Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of administrative techniques used in budgeting and bookkeeping; personnel management; modern office methods and procedures; computer system applications; principles of business letter writing and basic report preparation; correct English usage, spelling, grammar, and punctuation; office filing, record management systems, and records retention; effective customer service.

Skill in organizing, prioritizing, and coordinating work activities; developing procedures and record systems; communicating effectively in both oral and written form; working independently; using initiative and sound independent judgment within established guidelines; taking and transcribing dictation as required; performing clerical accounting functions.

Ability to: gather and analyze a variety of data and prepare appropriate reports; work efficiently under the pressure of deadlines, conflicting demands and emergencies; work with minimal supervision; operate a computer and working knowledge of word processing, database and spreadsheet software packages; proofread for discrepancies and maintain a high degree to detail; organize and maintain accurate files; interpret and apply fairly and impartially rules, regulations, and policies for all administrative functions; establish and maintain effective, courteous and cooperative working relations with all levels of persons contacted in the course of work; respect and adhere to the most rigid and strict rules of maintaining privacy and confidentiality of sensitive matters.

Must favorably pass a background investigation as required.

Must possess a valid Nevada driver license and be insurable under the Tribe's vehicle insurance policy.

REQUIRED EXPERIENCE AND TRAINING:

High School graduate or attainment of GED. At least two years of college with specialized secretarial course work in office practices, management, or business administration. Three years' responsible secretarial and administrative support experience, including budgeting and bookkeeping experience.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1132/1133.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.