

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way  
Office of Human Resources  
Pendleton, OR 97801

## **POSITION DESCRIPTION and VACANCY ANNOUNCEMENT**

<b>POSITION TITLE:</b>	Administrative Assistant III
<b>SALARY:</b>	Pay Range 7-8 \$43,496.40 to \$57,926 annual DOE/DOQ
<b>DEPARTMENT:</b>	Planning
<b>LOCATION:</b>	Nixyáawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
<b>EMPLOYMENT STATUS:</b>	Full Time with benefits package Non-Exempt
<b>SUPERVISED BY:</b>	Planning Director
<b>OPENING DATE:</b>	July 22, 2025
<b>CLOSING DATE:</b>	August 15, 2025

### **CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

### **GENERAL STATEMENT OF DUTIES**

Provides coordination of Tribal Planning Department operations involving word processing, travel arrangements, meeting and conference call arrangements, office equipment operations, stocking of office

supplies, GSA vehicle records, and purchase orders. Prepare documents, correspondence, etc. as directed by the Planning Director. May be assigned to coordinate special planning projects as needed and directed by the Planning Director.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Provides professional and efficient day-to-day office support to the Tribal Planning Department Programs: Comprehensive Planning, Inspection Services and Kayak Public Transit.
2. Greets the public and other visitors to the Planning Department and directs them to appropriate staff for their needs. Answers incoming calls and relays calls to the appropriate staff.
3. Prepares and coordinates travel for Planning Department staff as needed.
4. Assists with organizing and preparing agendas, newsletters, legal notices, flyers etc. for the activities and events of the Planning Department as needed.
5. Responsible for tracking Planning Department equipment and ensuring that the maintenance and replacement of office, GSA vehicles, field and computer equipment occurs as needed.
6. Responsible for all administrative matters of the Tribal Planning Office including timesheets, purchase of supplies and equipment, tracking expenses for Department budget, maintaining records and filing systems.
7. Assists in entering permit data into the Department's electronic permit tracking system.
8. Coordinates and maintains all department computer software needs/requests and training.
9. Attend training to continue to enhance skills as needed for the furtherance of Planning Department operations.
10. Assists in providing administrative support to the Land Protection Planning Commission.
11. Perform administrative duties and functions related to the CTUIR Public Transit Program as needed.
12. Other duties assigned by the Planning Director include but not limited to supporting or leading special projects undertaken by the Planning Department.

#### SUPERVISORY AUTHORITY:

None

#### SIGNATORY AUTHORITY:

Deliveries

#### ACCESS TO SENSITIVE AREAS:

Within the Tribal Planning Department and Kayak Public Transit

#### **REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**

1. Bachelor's Degree with major course work in business management, or related field. **OR**
2. Associate's degree with major course work in business management, office systems, and two (2) years of relevant work experience. **OR**
3. High school diploma or equivalent, PLUS minimum of four to five years general office experience.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
5. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.

6. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
7. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by CTUIR governmental programs and to follow the organizational chain of command structure.
8. Must have extensive knowledge of computer processing equipment and software, including Word, Excel, Power Point, Outlook, Adobe Pro and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
9. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
10. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
12. Must be a team player and willing to assist in all program areas of the Planning Department.
13. Demonstrate a satisfactory level of productivity and dependability based on previous employer references.
12. A test may be administered immediately following interview appointment.

**PREFERRED QUALIFICATIONS:**

1. Work experience within Tribal Government (related to FMP, General Tribal Finance Procedures, TPPM, etc.). Demonstrated ability to work independently on special assigned projects.
2. Experience with grant administration and general accounting practices.

**PHYSICAL DEMANDS:**

1. Ability to use standard computer equipment and programs such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift and carry up to 25 pounds of files and event equipment.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

**SELECTION PROCESS:**

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).

6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.


#### APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

#### OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Recruiting  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541)429-7180  
Email: HumanResources@ctuir.org

**To be considered, the application package must be post marked by the closing date.**

  
Approved: Jue Jue Withers-Lyons, Assistant Director, Office of  
Human Resources

  
Date

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#### **Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date

