

541-429-7180

HumanResources@ctuir.org

46411 Timíne Way  
Office of Human Resources  
Pendleton, OR 97801

## POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

**INTERNAL posting- open to existing employees and CTUIR Tribal Members**

**POSITION TITLE:** Food Sovereignty (USDA) Office Assistant

**SALARY:** Pay Range: 5  
\$49,932.65-\$54,781.44  
DOE/DOQ

**DEPARTMENT:** Department of Children & Family Services

**LOCATION:** 46678 Tokti Road, Pendleton, OR 97801 CTUIR-Coyote Business Park South

**EMPLOYMENT STATUS:** Full Time with benefits package  
Covered Status  
Background check required  
Non-Exempt  
(*This is a grant funded position and is contingent upon grant funding.*)

**SUPERVISED BY:** FDPIR Program Manager

**OPENING DATE:** September 24, 2025

**CLOSING DATE:** October 1, 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

The Food Sovereignty (USDA) Office Assistant will collaborate with Food Distribution Program on Indian Reservation (FDPIR) staff in ordering, verifying receipts, and submitting documentation to the finance department. Complete the purchase requisitions and purchase order process. File and keep accurate records of all purchasing and documents with the Local Food Purchasing Assistant Agreement Program and Food Distributions Program on Indian Reservations.

#### EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Working Hours: 7:30 am to 4:00 pm Monday through Friday
2. Contact and create good working rapport with vendors
3. Coordinate with Vendors for orders and pick-up
4. Create and review food orders prior to submitting PR and vendor
5. Assists in inspecting and receiving products
6. Responsible for creating and maintaining filing system
7. Responsible for ordering LFPA foods from vendors
8. Responsible for submitting Purchase Requisitions for approved vendors under the LFPA funding
9. Responsible for filing receipts and turning into Finance
10. Verify food safety dates and accuracy of orders upon receiving
11. Always answer phones in a professional manner
12. Meets and greets the public
13. Assists with administering FDPIR food orders
14. Essential training for IFMS training to be completed within 90 days
15. Civil Rights Training per the grant guidelines and requirements
16. Inventory of products ordered placed into IFMS inventory
17. Work with Finance to ensure accuracy of grant reporting periods
18. Other duties as assigned that pertain to the scope and responsibilities of the position

#### SUPERVISORY AUTHORITY:

None

#### SIGNATORY AUTHORITY:

Purchase orders for LFPA Funding only.

#### ACCESS TO SENSITIVE AREAS:

None

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

1. Associate degree with two years' experience in the field of General Office Duties. OR
2. High school diploma or equivalent, PLUS 3-5 years general office experience OR one year of college with secretarial courses.
3. 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.

4. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
5. 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.
6. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
7. Must have extensive knowledge of computer processing equipment and software, including Word, Excel, Power Point, Outlook, and other Office Suite software. A knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
8. Considerable knowledge of general office practices and procedures. Individuals must be highly organized and have good filing skills.
9. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
10. Must be able to obtain a food handlers card and CPR/First Aid within 90 days.
11. Forklift Certification preferred.
12. Valid Driver's License preferred but not required.

#### PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift 25 to 50 pounds.

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. Applicant's 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.

#### COVERED POSITIONS:

Pursuant to the Tribal Personnel Policies Manual, Section 2.23, this is a Covered Status Position. This position requires the individual to pass a pre-employment fingerprint background check that is sufficient to meet requirements for the Federal Bureau Investigation's Criminal Justice Information Services certification to be able to access federal information under the Tribal Access Program (TAP). This will be done before starting any Covered position with CTUIR. The individual will undergo an FBI fingerprint background check to determine clearance to be around children, re-investigations shall occur at a frequency of no more than every five years (TPPM, 22).

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 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.**

**NOTE:** Existing CTUIR employees who apply for internal positions only need to submit a letter of interest with qualifications, it's the employee's discretion.

#### 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.
8. *Technical writing sample (5-20 pg. minimum) must be included with application materials.*

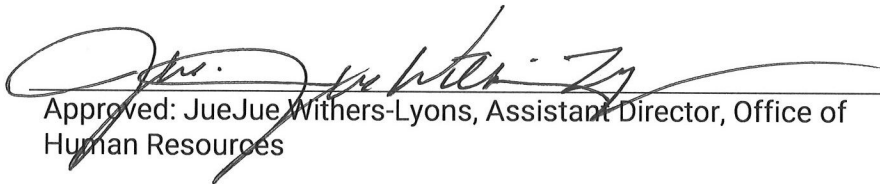
#### APPLICANT RESPONSIBILITY

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 Timíne Way  
Pendleton, OR. 97801  
Phone: (541)429-7180  
Email: HumanResources@ctuir.org

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

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

9/24/2025  
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.)*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date