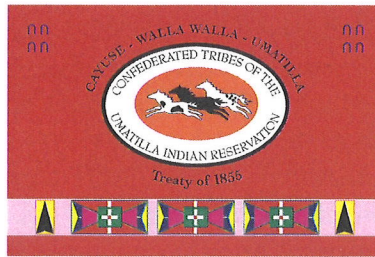


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Administrative Assistant I

SALARY: Pay Range: 4
\$34,222.50--\$42,783.00 annual DOE/DOQ

DEPARTMENT: Administration, Office of Executive Director

LOCATION: Position located at Nixyaawii Governance Center, Mission, Oregon,
Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full-time with benefits package
Non-Exempt

SUPERVISED BY: Executive Assistant to the BOT

OPENING DATE: March 3, 2025

CLOSING DATE: Open until filled with first review of complete packets March 10th, 2025

CTUIR MISSION STATEMENT

Exercise the Tribes' 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 Administrative Assistant I is responsible for assisting with the efficient management of the secretarial and receptionist duties for Board of Trustees and Office of Executive Director. This individual will work closely with the Board of Trustees Executive Assistant, Executive Assistant to the Executive Director and Administrative Support Staff.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Must work closely with the Board of Trustees (BOT), the BOT Executive Assistant (BOT/EA) the Executive Assistant to the Executive Director (EA/ED) and other Administration staff to perform the administrative support functions outlined in the BOT Procedures and the BOT Administrative Assistant I Procedures in an efficient, accurate, and professional manner.
2. Must work closely with BOT and BOT/EA to process all BOT correspondence. All correspondence must be error free, stating clearly the position and content, verifying document has been reviewed by appropriate departments, and logged for tracking purposes prior to obtaining BOT member signature(s). Individual will assist in typing correspondence when necessary, ensuring correct punctuation, capitalization, spelling and grammar.
3. Will be expected to back up BOT/Administrative Staff in various duties, including attending BOT meetings and Work Sessions to draft Summaries/Minutes as necessary. Summaries/Minutes will be taken electronically and submitted to both the BOT Administrative Assistant I and Executive Assistant to BOT of Trustees in a timely manner.
4. Responsible for assisting with maintaining all program files for the Board of Trustees and Office of Administration.
5. Will assist in maintenance of BOT/Administration GSA vehicles.
6. Must provide back-up assistance to Switchboard Operator/Receptionist during rotating lunch hours and breaks as needed by answering incoming calls, referring calls to appropriate staff, and greeting & assisting the public and Tribal employees in a positive professional manner. Knowledge of ShorTel and SharePoint or willingness to learn.
7. Responsible for coordinating, completing and securing travel arrangements for NGC staff as back up to the Travel Coordinator, i.e. secure hotel reservations with tribal credit card and airline flight arrangements. Will be making contact by telephone, fax and email to various hotel reservation clerks and travel agencies. Must maintain and keep accurate travel logs and records to maintain use of tribal credit card and follow the Fiscal Policies when securing travel, within the current per diem travel rates. Travel logs are to be submitted in a timely manner to maintain use of credit cards.
8. Responsible for ordering, stocking and maintaining office supplies, ordering coffee supplies, basic cleaning of the BOT/Administration break room.
9. Responsible for keeping records of and maintaining office machines (printers, copiers, etc.) for BOT/Administration.
10. Responsible for stocking and maintaining supplies for NGC conference rooms and coordinating NGC support staff on upkeep, set-up and clean-up of NGC conference rooms.
11. Other duties assigned relate to the needs of the Board of Trustees and Administration.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: Board of Trustee's areas and West Wing

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

1. High school diploma or equivalent, PLUS two years' general office experience.

2. Ability to establish and maintain a satisfactory working relationship with all members of the Board of Trustees as well as with a diverse group of people from both the community and the CTUIR staff.
3. Must be punctual, dependable with professional demeanor and dress.
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 provide back-up assistance to Switchboard Operator/Receptionist as needed by answering incoming calls, referring calls to appropriate staff, and greeting & assisting the public and Tribal employees in a positive professional manner.
8. Must be able to secure sources of information relating to Tribal problems/concerns and become knowledgeable of the types of services provided by the Tribal Governmental programs to work efficiently in coordination with Tribal programs.
9. Must possess a working knowledge of Word, Excel, Power Point, and Outlook and be willing to update the knowledge of computers and other office technological equipment by attending training as directed by supervisor.
10. Demonstrated experience in general office practices and procedures. Individuals must be highly organized and have good filing skills.
11. Must be able to operate and maintain office machines (copiers, fax machines, printers, etc.).
12. A valid driver's license is not required but is preferred. Individual must have reliable transportation to and from work.
13. A skills test may be administered either prior to or following the interview appointment.

PHYSICAL DEMANDS:

1. Ability to stand and walk around for long periods of time.
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift up to 40 pounds of records or other materials/supplies in storage containers/boxes/totes over the head.

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 and Procedures Manual.

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.

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.

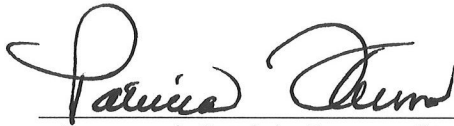
APPLICANT RESPONSIBILITY

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 Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 429-7180 or Fax: (541) 276-9060

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



Approved: Patricia Farrow, Staffing & Recruitment Specialist

02/03/2025

Date

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

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