

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 I
<b>SALARY:</b>	Pay Range: 5 \$35,316.96 to \$45,049.08 annual DOE /DOQ
<b>DEPARTMENT:</b>	Education
<b>LOCATION:</b>	Nixyáawii Education Center, Mission, Oregon
<b>EMPLOYMENT STATUS:</b>	Full Time with benefits package Covered Status Background check required Non-Exempt
<b>SUPERVISED BY:</b>	Education Administrative Assistant
<b>OPENING DATE:</b>	August 14, 2025
<b>CLOSING DATE:</b>	Open until filled with review of complete application packets <b>August 28, 2025</b>

### 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

To greet the community and public in person or on the phone, answering or referring inquiries, direct visitors by maintaining employee and department directories, maintain secure and safe environment for students in building. Assist with timesheets and purchase orders for various programs.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Must welcome all visitors in a professional manner and guide them to the appropriate programs and locations within the building, notifying appropriate staff of their visitors.
2. Receiving and sorting daily mail including pickup and delivery of mail from Nixyáawii Governance Center.
3. Responsible for maintaining security and ensuring visitors remain in designated areas and be aware when visitors leave building.
4. Responsible for maintaining telecommunication system, answering, screening and routing incoming calls.
5. Responsible for maintaining a safe and clean reception area, including monitoring public computer area and maintaining supply inventory, including those for public printers.
6. Provide clerical assistance at Education and Training Committee meetings when necessary.
7. Provide assistance in making hotel reservations for Education Staff (once approved by finance to receive a CTUIR credit card)
8. In collaboration with Administrative Assistant, maintain a log of purchase requests, leave slips and other documents that require department Director signature.
9. Maintain continuity among work teams. This can include but is not limited to: maintaining a department/program event schedule, providing information to be shared by program managers provide assistance in creating flyers; and provide support to set-up and tear down for scheduled events, when requested.
10. Maintain updated flyers and information on televisions screens in lobby area to help eliminate flyers/posters on doors and walls
11. Provide weekly meal count sheets weekly to Early Learning Classrooms.
12. Provide timesheet preparation assistance for Daycare, Head Start, and Afterschool programs, if requested.
13. Provide administrative support for Program Managers as needed.
14. Provide meal delivery to After School Program when needed, mostly during summer.
15. Decorating entrance/hallways/commons for special events/holidays, will need to be able to climb on ladders, walk up and down stairs carrying boxes.
16. Monitor and maintain feminine hygiene products and air fresheners in staff restrooms/public restrooms in the Nixyáawii Education Building.
17. Other duties as assigned by supervisor related to duties and responsibilities above.

### SUPERVISORY AUTHORITY:

None

### SIGNATORY AUTHORITY:

None

### ACCESS TO SENSITIVE AREAS:

Access to department files.,

### **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 (2) years general office experience OR one (1) year college with secretarial courses.

2. Ability to establish and maintain satisfactory working relationship with all members of Education as well as with diverse group of people from both the community and 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 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.
8. Must have extensive knowledge with computer processing equipment and software, including Word, Excel, Power Point, Outlook, 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 have or be willing to obtain food handler's card within 90 days of hire.
13. A test will be administered prior to or immediately following 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 25 pounds of records or other material in storage containers/totes/boxes, over the head.
4. Ability to climb ladders with assistance for supplies or materials.

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.

#### 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.**

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

  
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

