



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

INTERNAL POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

Open to Existing Employees and CTUIR members

POSITION TITLE:	Administrative Assistant II
SALARY:	Pay Range: 7 - 8 \$43,496.40 to \$57,926 annual DOE/DOQ
DEPARTMENT:	Department of Public Safety, Prosecutor's Office
LOCATION:	Position located at the Public Safety Building, Prosecutor's office, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation.
EMPLOYMENT STATUS:	Full Time with benefits package Background check required Non-Exempt
SUPERVISED BY:	Tribal Prosecutor
OPENING DATE:	June 27, 2025
CLOSING DATE:	July 11, 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 Legal Secretary is the support staff person for the office of the Tribal Prosecutor. Tasks include managing the prosecutor's file system, processing purchase orders and travel arrangements, screening people dropping-in or calling-in to the office of the prosecutor and generally providing clerical support to the prosecutor. More administrative tasks include tracking the program budget expenditures, setting up file systems, both paper and

computer, and setting up and using database programs to track cases. Further duties may include conducting basic legal research, assisting in trial preparation, and drafting legal documents at the direction and with the review of the prosecutor. The details of these tasks are described below.

While the Legal Secretary is supervised by the prosecutor, the Legal Secretary is expected to assist as needed with court operations including Prosecutor duties within DCFS role involving the prosecutor's case load. The Legal Secretary will be responsible for performing many of the more basic tasks on his or her own initiative, with only occasional direction from the prosecutor.

The work of the prosecutor concerns the prosecution of criminal incidents on the reservation and requires access to confidential police files. Staff of the prosecutor's office cannot disclose information from a case or any other information regarding a case without the consent of the prosecutor. The Legal Secretary must maintain high standards of tact and discretion and maintain the highest standards of confidentiality regarding office business. To avoid conflicts of interest it is a condition of employment that the Legal Secretary cannot hold political office in the tribal government, including membership on a committee or Commission of the Confederated Tribes

The Legal Secretary will also be expected to comply with the general professional standards of legal support staff, including standards of dress, demeanor, punctuality, etc., even if those standards exceed the norm for other Tribal clerical staff.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Maintaining the law office file system, including filing, printing labels, and assisting the prosecutor with updating the files.
2. Processing purchase orders, travel arrangements and other expense-related paperwork.
3. Screening unscheduled calls and visits to the office, assisting such callers and visitors to find appropriate legal service, and informing the attorneys of such visits.
4. Maintaining office supplies at adequate levels and assisting with purchases of equipment.
5. Transmitting documents by fax, overnight delivery, certified mail -- return receipt, standard mail, e-mail, etc. Scanning and photocopying documents. General word processing.
6. Typing documents from dictation tapes, notes, paper copy, etc.
7. Generating and maintaining computer templates of standard legal documents such as subpoenas, pleadings, motions, orders, complaints, etc.
8. Drafting simple legal documents at the direction and with the review of the prosecutor.
9. Monitoring office expenditures for consistency with the office budget and assisting the prosecutor in the preparation of the annual budget.
10. Maintaining the in-office code book of the laws and statutes of the Confederated Tribes.
11. Maintaining the central file of important legal documents
12. Compliance with the ethical and professional requirements of this position, as described in this document and in other guidance provided by the Tribal prosecutor.
13. Ability to file legal documents with the court on behalf of prosecutor.
14. Other duties as related to the position and program needs.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

Purchase Orders and Purchase Requests as directed by the Prosecutor or designee.

ACCESS TO SENSITIVE AREAS:

Access to sensitive areas of the department and program containing sensitive documentation and material such as records and reports as required during the performance of duties.

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

1. Associate's degree with two years' experience as a legal secretary
- OR**
2. High school diploma, PLUS five years general office experience OR one year 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 Government programs.
7. Individual will need to become Criminal Justice Information Services (CJIS) certified.
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, procedures and bookkeeping principles. Ability to monitor office expenses and compliance with an annual budget.
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. Able to type a minimum of 35 wpm. A test will be administered immediately following the interview appointment.

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 up to 25 pounds. Example: Ability to lift up to 25 pounds of records or other material in storage containers/totes/boxes, 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. 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**

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

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.

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.

 6/27/2025
Approved: JueJue Withers-Lyons, Assistant Director, Office of Human Resources Date