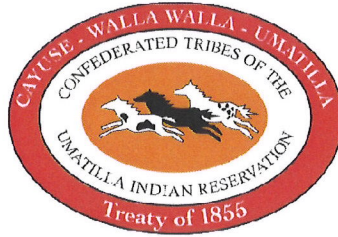


CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060



POSITION DESCRIPTION and INTERNAL VACANCY ANNOUNCEMENT

POSITION TITLE: Office of Human Resources (OHR) Administrative Assistant

SALARY: Pay Range: 8
\$57,926.40 to \$67,540.00 Annual
DOE/DOQ

DEPARTMENT: Department of Administration, Office of Human Resources

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

EMPLOYMENT STATUS: Full Time with benefits package
Background check required
Non-Exempt

SUPERVISED BY: Director of Human Resources

OPENING DATE: May 8, 2025

CLOSING DATE: May 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.

OFFICE OF HUMAN RESOURCES MISSION

The Office of Human Resources, as a strategic partner with all Tribal departments and enterprises, delivers quality services to the Tribes and its community by guiding and facilitating the employment of highly qualified staff: cultivating, developing and growing its most vital resources, its Tribal Members, to become highly qualified for positions in the Tribes and its enterprises; providing employee benefits; and maintaining a safe and legally compliant work environment for the Tribes' employees.

GENERAL STATEMENT OF DUTIES

The Administrative Assistant will perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to the Director and staff, assisting in daily office needs and managing the department's general administrative activities.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

Specific duties and responsibilities of this position include, but are not limited to:

1. Maintain and coordinate the files and records of all aspects related to OHR projects.
2. Manages his/her calendar, including all logistics; uses independent judgment to initiate, plan, prioritize and coordinate meetings with OHR Director.
3. Reviews, updates and edits all documents and information issued by OHR prior to distribution.
4. Assists the OHR Office Assistant with greeting visitors and answering telephone calls to the OHR office. Receives and screens mail and telephone calls using discretion; prioritizes, responds to and/or redirects callers to another office as appropriate. Manages the flow of information to and from the OHR Staff; disseminates information on OHR's behalf to internal/external constituencies.
5. Must work closely with the OHR Director to ensure staff maintains a high level of support; constantly monitoring reporting deadlines, processes and/or practices for quality and effectiveness.
6. Maintain confidentiality at all times.
7. Anticipates and tracks critical dates, events and associated action items; follows up with appropriate parties on behalf of the OHR Staff to ensure that deadlines are met.
8. Assists in the development and monitoring of reports that OHR is responsible for creating and submitting to Board of Trustees and specifically directed issues through researching and preparing reports, documents, and correspondence for the OHR Program.
9. Initiate purchase requisitions to maintain office supplies, materials and services. May be delegated authority to approve/deny purchase requests for the OHR Office (this delegation is set at the discretion of the OHR Director and issued through separate memorandum through the CTUIR Office of Finance).
10. Assist department personnel with travel arrangements for all programs in Human Resources as necessary. Ensure all associated paperwork for credit card reconciled monthly when notified and receipts submitted.
11. Organizes and maintains filing system for the OHR Office's documents, reference materials and records.
12. Primary coverage for front desk in absence of office assistant duties.
13. Other duties as assigned related to the goals and obligations of OHR and OHR Director.

SUPERVISORY AUTHORITY: HR Office Assistant

SIGNATORY AUTHORITY: none, unless delegated.

ACCESS TO SENSITIVE AREAS: Access to the HR Director's office, HR records vault and personnel records during 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. High school diploma or equivalent with two (2) years Administrative experience OR college with administrative/secretarial courses; and one (1) year experience in progressively fast paced HR office environment.
2. Six (6) months providing customer service skills in a fast paced office environment and able to multi-task on behalf of the Human Resource Department as directed.

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 to greet the public and handle difficult situations on the phone in a professional and courteous manner.
5. Must have good telephone skills and be able to learn the internal switchboard for Human Resources.
6. Must be able to carry out assigned duties/projects in an efficient and timely manner with appropriate supervision and must be able to handle multiple projects and work within defined timelines.
7. Incumbent must become knowledgeable with the various services provided by the Office of Human Resources programs, such as Human Resources, Tribal Employment Rights, and Vocational Rehabilitation.
8. 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.
9. Individual must exercise strict confidentiality at all times.
10. Must have good working knowledge with computer processing equipment and software, including: Word, Excel, Power Point, Outlook, and other software as required. Knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
11. Good working knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
12. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
13. A valid state driver's license is preferred but not required. Individual must have reliable transportation to and from work.
14. A skills test may be administered.

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 to assist in obtaining and storing supplies.

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.

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.

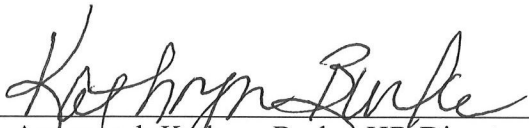
APPLICANT RESPONSIBILITY

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) 276-3570 or Fax: (541)276-9060

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


Approved: Kathryn Burke, HR Director


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