



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 II
<b>SALARY:</b>	Pay Range: 6 \$19.00-\$24.00 per hour DOE/DOQ
<b>DEPARTMENT:</b>	Housing Department
<b>LOCATION:</b>	Position located at Housing Department, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation
<b>EMPLOYMENT STATUS:</b>	Part-Time with Partial Benefits Package Non-Exempt - (employees scheduled to work 129 hours or less per calendar month)
<b>SUPERVISED BY:</b>	Resident Service/Compliance Manager
<b>OPENING DATE:</b>	July 9, 2025
<b>CLOSING DATE:</b>	July 25, 2025 (first screening of complete application packets, July 30 <sup>th</sup> 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 Administrative Assistant II will provide complex and confidential administrative support for the Housing Department. The Administrative Assistant performs a variety of duties related to assigned areas of responsibility and other programs within housing. Other tasks include providing customer service in a friendly and professional manner, knowledge of all housing programs, tribal and community services and administrative support to all staff including accounts receivable coordination.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

Responsible for providing complex administrative and confidential support functions to the Housing Department.

- Performs duties necessary to relieve the Housing Director, Resident Services/Compliance Manager, and Maintenance Manager of routine administrative matters.
- Type and proofread a wide variety of reports, letters, memoranda, correspondence, etc.; ability to type from rough draft and verbal instruction.
- Create and/or revise employee use forms; identify the location of all documents and forms in the network; ensure all documents and forms are in the appropriate folders; ensure the computer folder system is user friendly and secure.
- Maintain calendars, schedules of meetings, events, and travel for the Housing Staff.
- Performs record management for the Housing Department staff.
- Prepares, delivers, and picks up of mail for Housing staff at Nixyaawii Governance Center, Housing Mailbox, and two tenant drop boxes.
- Receives and distributes daily mail and faxes and print and mail monthly billing statements
- Knowledge of all housing programs and community services to share with the public.
- Coordinate with housing staff.
- Coordinate and manage the Housing Department Waiting List
- Assist with reporting to HUD, Housing Commission, and BOT and assist with Audits in all programs managed by the CTUIR-Housing Department
- Generate, close, and file work orders
- Accurate Inventory control and/or recording into Doorways System (KANSO)
- Match vendor invoices with work orders for accurate recording
- Assist Maintenance Manager/Procurement Officer with inputting all inventory into Doorways System and the closing of inventory month end
- Compare daily maintenance sign out sheets to work orders for accurate recording for work order, inventory, and tenant accounting
- Create and/or update spreadsheets with regards to work orders or inventory.
- Perform and follow through with accounts receivable functions
- Responsible for receipting CTUIR- Housing Department. -owed monies, rents, etc.
- Prepares Daily bank deposits
- Greet and directs the public in a professional manner, answering questions or referring them to the proper staff.

- Maintains the reception area with a professional appearance as required, keeps CTUIR-Housing Department. program applications and brochures stocked and acquires appropriate brochures from area agencies to keep in the reception area. Requires working with program staff directly for necessary information.
- Answer and route telephone calls to appropriate staff, utilizing a multi-line phone system.
- Schedules appointments for staff as required.
- Work with Rental Coordinator to contact applicants/tenants to correct errors or if they have any questions on application(s) and assist with recertification/Move-ins.
- Performs other essential duties and tasks assigned.

**SUPERVISORY AUTHORITY:**

None

**SIGNATORY AUTHORITY:**

Timesheets and Work orders

**ACCESS TO SENSITIVE AREAS:**

Tenant Files and Homes

**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 three years general office experience
2. 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.
3. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
4. 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.
5. 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.
6. Must have experience with and a thorough understanding of Microsoft Window and Microsoft Office 365 products.
7. Considerable knowledge of general office practices and procedures. Individuals must be highly organized and have good filing skills.
8. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
9. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
10. Ability to establish and maintain effective working relationships with staff, local service providers, and the public.
11. Ability to organize, establish priorities and meet deadlines for work.

12. Possess good writing and communication skills when working with tenants
13. Strong knowledge or willingness to learn and understand the program policies to maintain compliance.
14. Maintain a good filing system and record-keeping system.
15. Ability to maintain CONFIDENTIALITY.
16. Committed to the goals of the Housing Department of the Confederated Tribes of the Umatilla Indian Reservation.

#### 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 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. 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.

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

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

7/9/2025  
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.)*

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Applicant Signature

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Date