

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

INTERNAL

Open to Existing Employees and CTUIR Members

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Administrative Assistant II
SALARY:	Pay Range: 7 \$43,497.36 - \$55,486.20 annual DOE/DOQ
DEPARTMENT:	Department of Administration, Office of Executive Director
LOCATION:	Position located at Nixyáawii 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 Board of Trustees (BOT)
OPENING DATE:	September 18, 2025
CLOSING DATE:	September 25, 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

Administrative Assistant II will participate as a member of the support staff team for the Board of Trustees (BOT) and Office of Executive Director (OED). This individual will work closely with the Board of Trustees Secretary and Administration Support Staff to provide administrative support functions outlined in the BOT Secretary Procedures Code, the BOT Procedures Code, the Office of Executive Director and BOT annual work

plans and other key administrative support duties. This individual will assist with database and file management, travel arrangements, correspondence, Board resolutions and work session documents.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Must work closely with the Board of Trustees (BOT) Secretary, the BOT Executive Assistant (BOT/EA) and other Administration staff to perform the administrative support functions outlined in the BOT Procedures and the BOT Secretary 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). Individuals will assist in typing correspondence when necessary, ensuring correct punctuation, capitalization, spelling and grammar.
3. Must always maintain strict confidentiality.
4. Will be expected to assist BOT members with individual projects as approved by BOT/EA but will spend a great deal of time in support of the BOT Secretary's responsibilities.
5. Will be expected to back up BOT/EA in various duties, including attending BOT meetings and Work Sessions to take notes/minutes as necessary. Notes/minutes will be taken electronically and submitted to both the BOT Secretary and the BOT/EA in a timely manner.
6. Must work closely and be available as back up to Travel Coordinator/Administrative Assistant II in the coordination and follow through of all BOT and Office of Executive Director travel arrangements, travel advance and travel expense reports as needed.
7. Assists the BOT Executive Assistant with maintaining all program files for the Board of Trustees with a major focus on the BOT Secretary. All filings must be immediately logged for tracking purposes and must be filed on a weekly basis. We must regularly review the filing system to keep it organized and up to date.
8. Prepares BOT purchase requisitions as directed by the BOT/EA.
9. Will assist with planning and coordination of the Annual Commission/Committee Training.
10. Provide back-up assistance for various duties to Administration staff (BOT/OED) as approved and assigned by the BOT/EA.
11. Other duties assigned relate to the job duties identified above.

SUPERVISORY AUTHORITY: none

SIGNATORY AUTHORITY: none

ACCESS TO SENSITIVE AREAS: Board of Trustees 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. Associate's degree in business administration, Office Administration or related field and two (2) years general office experience.

OR

High school diploma or equivalent, and at least one (1) year business training in Secretarial and Administrative courses and one (1) year secretarial experience; may be substituted for a minimum of three (3) years secretarial experience.
2. The ability to establish and maintain a satisfactory working relationship with all members of the BOT as well as with a diverse group of people from both the community and the CTUIR staff.
3. You must be punctual, dependable and professional in appearance 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 and become knowledgeable of the types of services provided by the Tribal Governmental programs to work efficiently in coordination with Tribal programs.
8. You must have considerable knowledge of computer processing equipment and software, including Word, Excel, Power Point, Outlook, Adobe 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. Demonstrated experience in general office practices and procedures. Individuals must be highly organized and have good filing skills.
10. Must be able to operate and maintain office machines (copiers, scanner, printers, etc.).
11. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
12. A test may 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 to 40 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.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 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.

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.

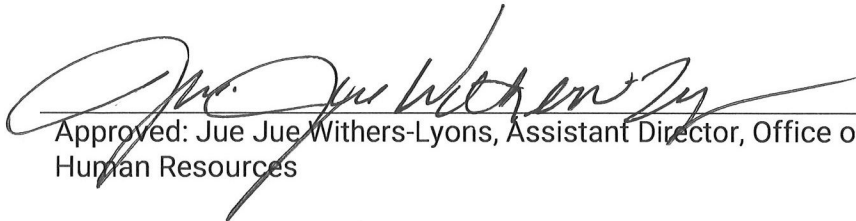
APPLICANT RESPONSIBILITY

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.


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

9/18/2025
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

