



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

*Updated Salary Range

POSITION TITLE:	Administrative Assistant II
SALARY:	Pay Range: 7 -8 \$43,497.36 to \$57,926.40 annual DOE/DOQ
DEPARTMENT:	Umatilla Tribal Fire Department
LOCATION:	Position located at Umatilla Tribal Fire Department, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation (CTUIR)
EMPLOYMENT STATUS:	Full Time with benefits package Background check required Non-Exempt
SUPERVISED BY:	Fire Chief
OPENING DATE:	April 21, 2025
CLOSING DATE:	Open until Filled

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 position provides support to the Umatilla Tribal Fire Chief, and staff by providing scheduling, document preparation, processing, and filing of both financial

and departmental documents. Including all types of grants, from application to final review processes. The Administrative Assistant role is critical to the provision of information both internally within the CTUIR government as well as information that is provided externally to the local and regional communities so reliability and responsiveness to the needs of Umatilla Tribal Fire Department staff and the ability to react to tasks or activities that might arise on short notice is a must.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Prepare and process Purchase Requisitions as necessary.
2. Responsible for submitting invoices for open Purchase Orders.
3. Assist staff with support in Microsoft Word processing, Excel data entry, PowerPoint projects, and other relevant systems, workload permitting.
4. Responsible for compilation and submission of timesheets for UTFD staff.
5. Responsible for scanning and filing financial and departmental reporting records for the UTFD Department, including monthly progress reports, work session materials, and community meeting materials.
6. Prepare alert and emergency updates as directed by Supervisor.
7. Prepare and post materials, including flyers, notices, or other information as directed by Supervisor.
8. Maintain inventory of necessary supplies and process supply orders.
9. Assist in processing forms and editing documents for consistency, spelling, grammar, and formatting.
10. Assist with assembling, reviewing, editing, and submitting reports.
11. Provide courteous, timely, professional, and accurate service to the public or visitors personally, or over the telephone.
12. Update, organize, track, and assist with digital and physical filing workflow, file system management, and other UTFD documents in database.
13. Assists staff scheduling appointments, schedule meetings, taking notes, reserve conference rooms, and maintaining general department calendar.
14. Process daily incoming and outgoing mail, as well as coordinating with mail room staff on packages and postage.
15. Perform other duties assigned that relate to responsibilities associated with those outlined above.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

Purchase Request as directed by the Fire Chief or his designee

ACCESS TO SENSITIVE AREAS:

Areas within Umatilla Tribal Fire Department, and HIPPA standards with PHI (Protected Health Information) as it relates to Emergency Medical Services and Patient Care Reports, that are regularly sent to the UTFD contract ambulance billing service.

- Within the UTFD ambulance services there will be information about HIPPA protected information in the logbook, patient care reports (electronic reports) and discussions in common area and during regular supervising physician meetings during case reviews, etc. The other duties would be sending PCR reports to our contracted ambulance billing service and law offices that provide Release of Information documentation for both PCR and EMS billing.

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

1. An associate degree with an emphasis in business administration, strong preference for related experience in the Public Safety field as well as one year of related experience

OR

One-year college with two years' progressive office administrative experience with knowledge of public safety scope of duties.

OR

High school diploma or equivalent, AND three years of progressive administrative office support work experience, as well as having knowledge of Public Safety scope of duties.

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 work with 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 extensive knowledge with computer processing equipment and software including Word, Excel, PowerPoint, Outlook, Adobe, and other software related to the position. Knowledge of computers and other office technological equipment must be kept current by attending training as directed by supervisor.
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.

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. The ability to lift to 25 pounds, primarily office 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. 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.

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.

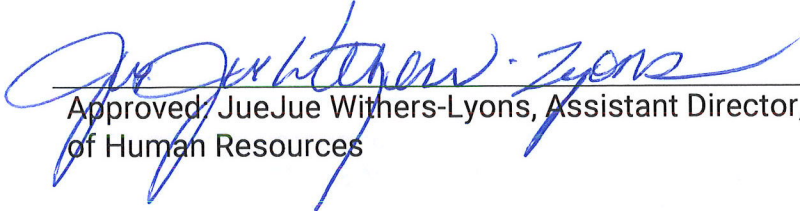
APPLICANT RESPONSIBILITY

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 Timine Way
Pendleton, OR. 97801
Phone: (541) 429-7180

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


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

4/28/25
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