



## **JOB DESCRIPTION**

**Bishop Tribal Council  
Bishop, California**

**Position:** Administrative Assistant  
**Department:** Administration  
**Supervised by:** Executive Secretary and/or Tribal Administrator  
**Pay Range:** T-6 \$16.48-\$23.07/ Hr. (\$34,278.40 - \$47,985.60 annually) DOQ  
**FLSA Status:** Non-Exempt, Hourly, Full Time

**General Duties:** The Administrative Assistant provides administrative support to departments and department managers. Duties include general clerical, receptionist, and project based work. Project a professional organization image through in-person and phone interaction.

### **Responsibilities:**

- Customer oriented in delivering excellent service to both internal and external customers in a friendly, courteous and professional manner.
- Greet and direct office visitors, answer main office telephone system, respond to direct request for information, forward messages to appropriate staff. Make sure the office is kept in orderly and clean fashion.
- General office duties such as typing flow of correspondence, filing, requisition of supplies, faxing, etc.
- Processes tribal services including, but not limited to; DMV registrations, sales tax exemptions, Yosemite Passes, fishing licenses, etc.
- Responsible for maintenance and service of office equipment.
- Maintain inventory for office supplies and assist with research and cost comparisons for vendors to maintain cost effectiveness and quality.
- Performs executive level secretarial duties upon request from Management Staff including maintenance and scheduling of individual calendars, screening of calls, booking travel arrangements, coordinates materials for meetings, drafting of documents, etc.
- Responsible for scheduling usage of Tribal Chambers and Community Center and maintains Outlook Calendars
- Assist with review and development of administrative procedures.
- Responsible for preparing, editing, and publishing the monthly tribal newsletter
- Oversees and manages the motor pool
- Takes meeting notes as required
- Maintains monthly community calendars
- Oversees the tribal website updates
- Revises forms as needed
- Maintains bulk mail procedures and post office account
- Maintains the files archives
- Provides backup clerical support for the Tribal Chairman and the Tribal Council as needed
- Prepares press releases as needed

**Responsibilities continued:**

- Coordinates Management Team meetings; prepares agenda, furnishes materials, arranges for refreshments, and takes notes
- Manages the process of seeking and choosing catering bids
- Coordinates community meetings, e.g., General Council, Public Hearings, and Community information and input meetings
- Keeps postings current
- Other duties as assigned.

**Supervisory Responsibilities:** None.

**Experience and Education:**

- High school diploma or GED. 3-5 years' experience in an Administrative position.
- Knowledgeable of computer hardware and software applications, the internet and various uses of electronic technology for information and data management.
- Ability to communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills associated with the respective construction projects funding agencies, and staff.

**Other Requirements:**

- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- The individual must possess a valid Driver's License and be insurable under the Tribe's Insurance.
- Comply with the Drug-Free Workplace policy and a criminal background investigation

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.