



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** ADMINISTRATIVE ASSISTANT

**SUPERVISOR:** HOUSING DIRECTOR

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$29,120.00 - \$37,440.00 ANNUALLY 1 FTE

**REPRESENTATIVE DUTIES INCLUDE:** To provide assistance to the Housing Director, Project Coordinator and Occupancy Specialist. Provide administrative and clerical support. Setup and maintain contract files, procurement files, maintain lists of vendors, contactors, and suppliers as instructed by the housing manager. Must have good Computer skills including Word, Excel and Scheduling on line meetings. Ability to communicate effectively, both verbally and in writing, and possess strong human resource skills.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or GED, some college preferred.
2. Must be able to understand applications of regulations, contracts, policies and procedures as they relate to the Housing Programs.
3. Computer skills in MS Word, MS Excel, and internet browsing.
4. Assists in answering the phone and directing caller, or relaying message, to proper person.
5. Able to look up and understand the Native American Housing and Self Determination Act (NAHASDA), Federal procurement standards, and Davis-Bacon requirements.
6. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
7. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
8. Must be able to work in a team environment.
9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
10. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccinations required.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**This position is at will and does not create a contractual relationship between the tribe and the employee.**

**MUST RECEIVE APPLICATIONS: Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_\_

11/8/2022