



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT

SUPERVISOR: HOUSING MANAGER

SALARY RANGE: \$29,120-\$37,440 Annually 1 FTE

NATURE OF WORK: To provide assistance to the Housing Director, Project Coordinator and Occupancy Specialist.

REPRESENTATIVE JOB DUTIES KNOWLEDGE, SKILLS, AND ABILITIES:

1. 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.
2. Must have good Computer skills including Word, Excel and Scheduling on line meetings.
3. Ability to communicate effectively, both verbally and in writing, and possess strong human resource skills.
4. Ability to establish and maintain professional working relationships with employees, community groups, regional organizations, local communities and tribes.
5. Ability to be flexible in order to meet Skokomish Housing Department needs in response to the changing state of affairs of operations.
6. Prepare check requests for submission to the accounting department.
7. Receive and process applications for review by the housing manager.
8. Be willing to gain knowledge of building codes and enforcement of the building codes.
9. Must be willing to learn to read construction blueprints,
10. Assists in answering the phone and directing caller, or relaying message, to proper person
11. Required trainings necessary for position at the digression of Supervisor
12. Other duties Assigned

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. Must understand the need for confidentiality and demonstrate same.

6. Ability to initiate, organizes, and follows up, with ability to communicate effectively and clearly both verbally and in writing.
7. Able to look up and understand the Native American Housing and Self Determination Act (NAHASDA), Federal procurement standards, and Davis-Bacon requirements.
8. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
9. Must be able to work in a team environment.
10. Strong organizational, communication and interpersonal skills preferred.
11. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
12. 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 vaccination is required

Behavior 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 placed in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: Indian Preference Applies. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

APPLICATION INSTRUCTIONS

1. Application filled in completely (Do not write see resume)
2. Cover letter identify why you feel you are qualified for this position
3. Current resume and three work related references

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____