



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: CHIEF EXECUTIVE OFFICER

SALARY: \$16.04 HOURLY 1 FTE

NATURE OF WORK: Provides administrative support and receptionist duties sufficient for the effective and efficient operations of Tribal Management.

REPRESENTATIVE JOB DUTIES:

1. Maintains reception area including telecommunications, greeting visitors, scheduling, meetings and facility use.
2. Shall process incoming and outgoing correspondence.
3. Maintain office and management files, both physical and electronic, as directed.
4. Maintain excellent public relations through communications with public and other departments. Respond courteously to inquiries, provide information within scope of responsibility, and refer calls as appropriate to other parties.
5. Compose, draft, and type documents, reports, and correspondence ensuring they are accurate and correct.
6. Assist in publicizing upcoming events and provide support at community events hosted by administration.
7. Will provide management support for Tribal committees and at Tribal Council meetings as necessary.
8. Provide routine clerical services such as distributing and processing mail, copying documents, faxing and distributing faxes. Identify priority/time sensitive matters while maintaining security and confidentiality.
9. Organize information (maintain organized files, notes, and records) and be able to organize and plan multiple tasks.
10. Attend workshops and trainings to enhance office skills and knowledge pertinent to employment.
11. Will process and issue tribal identification cards and other official tribal licenses/permits as necessary.
12. Other duties assigned by supervisor

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Post secondary work and/or training in administration office environment preferred.
3. One year experience providing administrative/clerical support services.
4. Proficient computer and office equipment skills.
5. Exhibit strong communications skills.

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 dependable and 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

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 place 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: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. 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.

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

APPLICATION INSTRUCTIONS

1. Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____