



# 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:** TRIBAL CENTER ADMINISTRATIVE ASSISTANT

**SUPERVISOR:** CHIEF EXECUTIVE OFFICER

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$16.04 HOURLY 1 FTE

**REPRESENTATIVE DUTIES INCLUDE:** Provides administrative support and receptionist duties sufficient for the effective and efficient operations of Tribal Management.

Maintains reception area including telecommunications, greeting visitors, scheduling, meetings and facility use. Shall process incoming and outgoing correspondence. Maintain office and management files, both physical and electronic, as directed. 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. Compose, draft, and type documents, reports, and correspondence ensuring they are accurate and correct.

**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. Must be able to work in a team environment.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
9. 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: \_\_\_\_\_

3/2/2023