



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: HEALTH CLINIC ADMINISTRATIVE ASSISTANT

SUPERVISOR: DEPUTY DIRECTOR

OPEN: OPEN UNTIL FILLED

SALARY: \$49,961-\$56,534 DOQ/DOE ANNUALLY

REPRESENTATIVE DUTIES INCLUDE: The Administrative Assistant is responsible for providing administrative and financial support for the Health Department and departmental programs. Provides basic administrative, clerical and program support including procurement, payroll processing, file management, event support, communication coordination and similar. Providing administrative support such as scheduling meetings, formulating documents/forms, meeting set-up and coordination, notetaking, monitoring and maintaining supply inventories, processing payroll and similar. Coordinating staff travel includes flights, lodging, rental vehicles, advanced per diem and similar. Providing administrative support for departmental programs as requested by Supervisor.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED (required); Associate degree (preferred); or a combination of education and experience determined by the Health Director.
2. Experience working in an office setting.
3. Experience processing invoices for payment.
4. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

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: ____

2/25/2025