



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## JOB DESCRIPTION

**POSITION:** HEALTH CLINIC ADMINISTRATIVE ASSISTANT

**SUPERVISOR:** DEPUTY DIRECTOR

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

**NATURE OF WORK:** 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.

### **REPRESENTATIVE JOB DUTIES**

1. 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.
2. Coordinating staff travel includes flights, lodging, rental vehicles, advanced per diem and similar.
3. Providing administrative support for departmental programs as requested by Supervisor.
4. Providing administrative support for the Health Director and Deputy Director.
5. Monitoring incoming and outgoing mail, picking up mail and packages from the post office as required, preparing, and arranging shipments for courier services such as FedEx and UPS, pick-up, sorting and delivering mail from the mailbox daily and similar.
6. Formulating and submitting low-level Purchase Requisitions as requested to ensure that they are completed and coded properly and processed through accounting promptly.
7. Maintaining the departmental procurement log as well as associated digital and hard copy documentation.
8. Reviewing and processing invoices from vendors and contracted service providers, ensuring that services and charges/fees are in alignment with purchase requisition and/or goods and services contract, requesting revisions if necessary, processing for payment and following up on missing payments.
9. Requesting and managing insurance certifications, claims, audits etc
10. Maintaining administrative digital and hard copy files.
11. Cross training and filling in for Community Health Representatives, Clinical Front Desk and similar when needed due to workload and/or absences.
12. Assis with departmental events and training activities as requested by Supervisor.
13. Other duties as requested by the Health Director and/or Deputy Director.

### **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. Ability to maintain strict confidentiality.
5. Ability to operate office machines such as scanners, faxes, and copiers.

6. Proficient computer and keyboard skills.
7. Ability to provide assistance in a professional, culturally appropriate, and compassionate manner.
8. Well organized and pays attention to detail.
9. Ability to multi-task while meeting competing deadlines.
10. Ability to effectively communicate both in writing and orally in a professional.
11. Complete and pass a basic skills test.
12. The candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
13. Must be able to work in a team environment.
14. Strong organizational, communication and interpersonal skills preferred.
15. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint background investigation, including relevant criminal history, prior to employment.

**Preferred Qualifications:**

1. Bookkeeping/accounting experience.
2. Minimum of two years of administrative support experience.
3. Basic Microsoft WORD and Excel skills.
4. Experience formulating letters, memos, meeting minutes, agendas and similar.
5. Experience assisting with and/or coordinating events or training activities.

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Take the initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrate 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**

The 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: \_\_\_\_\_