Skokomish Indian Tribe
Tribal Center (360) 426-4232
N. 80 Tribal Center Road FAX (360) 877-5943 Skokomish Nation, WA 98584

JOB DESCRIPTION

TEMPORARY WEX ELIGIBLE POSITION

POSITION TITLE: **ADMINISTRATIVE ASSISTANT TRAINEE**

SUPERVISOR: **HOUSING MANAGER**

SALARY: **$20.00 HOURLY 1 FTE**

NATURE OF WORK: The Administrative Assistant Trainee serves as the secondary point of contact for intake, eligibility determination, and initial processing of applications and service requests for all Skokomish Housing Department programs funded under the Native American Housing Assistance and Self-Determination Act (NAHASDA), Indian Housing Block Grant (IHBG), and other HUD and non-HUD grant funding sources.

The position is intended to learn and provide assistance to the Skokomish Community in the absence of an Administrative Assistant through on-the-job training and providing excellent customer service to tribal members and applicants.

JOB DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES

1. Provide administrative and clerical support. Set up and maintain contract files, procurement files, and lists of vendors, contractors, and suppliers as instructed by the housing manager.
2. Must have good Computer skills, including Word, Excel, and scheduling online meetings.
3. Ability to communicate effectively, both verbally and in writing
4. Ability to establish and maintain professional working relationships with employees, community groups, regional organizations, local communities, and tribes.
5. Ability to be flexible 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. Assist in answering the phone and directing callers, or relaying messages, to the proper person.
9. Must be willing to participate in trainings that are directly related to the position and job duties.
10. Other duties as assigned

MINIMUM QUALIFICATIONS

1. High school diploma or GED, some college preferred.
2. WEX Eligible
3. Must be willing to learn and understand applications of regulations, contracts, policies, and procedures as they relate to the Housing Programs.
4. Computer skills in MS Word, MS Excel, and internet browsing.
5. Assists in answering the phone and directing callers, or relaying messages, to the proper person.
6. Must understand the need for confidentiality and demonstrate the same.
7. Ability to initiate, organize, and follow up, with the ability to communicate effectively and clearly both verbally and in writing.
8. Must possess a valid Washington State Driver’s License.

9. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
10. Must be able to work in a team environment.
11. Strong organizational, communication and interpersonal skills preferred.
12. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

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. Get 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

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: _____

Revision: October 2026 | Aligned with current NAHASDA, 24 CFR Part 1000, and Skokomish Housing Department policies.