



## PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS

### JOB POSTING CLOSING DATE: September 30, 2024

<b>Job Title:</b>	Elders Administrative Assistant
<b>Reports to:</b>	AOA Elders Director
<b>Salary Range:</b>	\$25.00 - \$29.00 per hour
<b>Benefits:</b>	Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays
<b>Classification:</b>	Hourly, Non-Exempt
<b>Status:</b>	Full-Time, Regular w/ Benefits
<b>Location:</b>	Oakhurst, CA

#### **JOB SUMMARY**

Main duty will be to enrich the lives of our Chukchansi Elders through the programs provided by the Elders Department. The Elders administrative assistant works under the direction of the Elders Department Director. Duties include field the telephone calls, receiving and directing elders, word processing, creating spreadsheets, presentations, filing, and data entry. Extensive software skills are required, as well as internet research abilities and strong communication skills. Community networking and maintaining several communicative relationships with several working entities. Event planning and executing multiple events annually. Ability to manage, prioritize and organize several running projects while meeting deadlines.

#### **Essential Duties**

- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, budgetary and personnel requirements, and implementing changes.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Completes operational requirements by scheduling and assigning administrative projects, expediting work results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Maintain confidentiality and privacy of clients and services.
- Perform other related duties as required.

#### **Qualifications**

##### **Education**

Minimum education required:

- High School diploma or GED completion.

##### **Experience**

Minimum experience required:

- Must have at least one (1) year of administrative experience.
- Knowledge of Microsoft office software experience.
- Ability to process and organize documents.

- Experience with ordering supplies and inventory control.
- Possess strong administrative and problem-solving skills.
- Ability to prioritize time and several tasks efficiently.
- Requires excellent organizational, problem solving and critical thinking skills.
- Must have valid driver’s license with no restrictions.
- Must be able to pass a pre-employment drug test and extensive background check.

**Required Knowledge, Skills, and Abilities**

- Familiarity with the Tribe’s Constitution, laws, and culture is preferred, but not required.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Exceptional interpersonal and communication (verbal and written) skills.
- Adept at multi-tasking, have unquestionable integrity, with a commitment to accuracy.
- Organized with unfailing attention to detail and outstanding project management skills.
- High level of comfort/ease interacting with all levels in the Tribe.
- Ability to complete tasks in a timely and accurate manner
- Must operate and maintain confidentiality

**Application Process:**

***Submit the following:***

- Completed Application
- Resume
- If claiming Tribal or Native Preference, documentation is required
- All requested information must be submitted to the Human Resources office by **4:00PM on the closing date**. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: [jobs@chukchansi-nsn.gov](mailto:jobs@chukchansi-nsn.gov)

**PRCI Tribal Preference:**

In accordance with applicable Tribal Law and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must meet minimum qualifications of employment and submit verification of enrollment in the Tribe. Tribal preference means that Tribal Members who are equally qualified as non-tribal members will be hired. In addition, on the Human Resources Interview rubric that allows for a total of 75 points during interviews, Tribal members will be awarded an additional 7.5 points (10% of total allotted points) counted in the overall tally. Tribal members who are not Chukchansi will receive Indian preference by awarding five additional points (6.7% of the total allotted points).

**Indian Preference Statement:**

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature	Date	HR Representative Signature	Date
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