



PICAYUNE RANCHERIA OF THE CHUKCHANSI INDIANS

JOB POSTING CLOSING DATE: January 9, 2025

Job Title:	Housing Administrative Assistant
Reports to:	Housing Director
Salary Range:	\$19.50 - \$29.00 per hour
Benefits:	Health, Vision, & Dental Insurance, Retirement Contributions, PTO, and Paid Holidays
Classification:	Hourly – Non-Exempt
Status:	Full-Time, Regular w/ Benefits
Location:	Oakhurst, CA

JOB SUMMARY

The incumbent serves as the administrative support the Housing Director & office staff members. Responsibilities include, but are not limited to, Housing Applications database administration, intranet site management, procurement and general clerical and procedural duties.

Essential Duties:

- Answers phones, logs all incoming calls, and directs calls accordingly;
- Compile relevant information on services needed;
- Ability to communicate clear and concise information;
- Adhere to all PRCI-HD policies and procedures.
- Effectively communicate with residents, co-workers, vendors, and other clients.
- Assist with monitoring office operations and resolve any problems that may arise.
- Distributes program applications to those needing services;
- Date and time stamp all incoming program applications;
- Assist with program applications;
- Monitor and maintain office equipment;
- Logs, sorts and distributes incoming mail;
- Log and mail all outgoing mail;
- Assists with developing and maintaining office forms and files;
- Maintain all administration files, assist with tenant, and maintenance files;
- Maintain all Procurement files and ensure all Procurement files are in order and signed off by the appropriate authorized person(s);
- Confidentiality of information of high importance;
- Must have a strong work ethic and maintain high integrity with information that comes through the Housing office;
- Function appropriately in a positive, team oriented office environment and maintain good working relationships with co-workers, participants, other tribal departments and Tribal members.
- Demonstrate the ability to follow directions and complete tasks with specified deadlines without constant supervision.
- Performs other duties as assigned

Qualifications:

Education

- High School diploma required.



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Experience

- Must have excellent verbal and written communication skills.
- Must have strong experience working on computers, office procedures and office equipment (i.e. WORD program, scanning, telephones, filing, preparing files, etc).
- Must adhere to confidentiality in all matters.
- Awareness and cultural sensitivity to the Native American culture.
- Must possess a valid Driver's license and a clean DMV printout.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

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 with and maintain confidentiality

Application Process:

Submit the following:

- Completed Application
- Cover Letter and Resume
- Documentation of completion of Education
- If claiming Tribal Preference, please provide proof of Tribal Identification

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. You may submit your application packet to PRCI Human Resources, P.O. Box 2226, Oakhurst, CA 93644. You may also submit your application and all supporting documentation via email to: 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 submit verification of enrollment in the Tribe. 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 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).



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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 is provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

Employee Signature Date

HR Representative Signature Date