



Picayune Rancheria
Of the
CHUKCHANSI INDIANS
49260 Chapel Hill Dr., Oakhurst, CA 93644

POSITION DESCRIPTION – Office Assistant

Reports To: Executive Assistant

Department: Administration

Status: Non-Exempt

Salary Range: DOE

Summary & Scope of Position:

Under supervision with the direction of the Tribal Administrator, this position provides various clerical functions in support of the Tribal Office staff.

Primary Responsibilities:

1. Perform duties of a highly confidential nature that require comprehensive knowledge of administrative practices and procedures.
2. Perform a variety of general office assignments including receptionist duties, assisting tribal members and the public, filing, mail log and distribution, etc.
3. Perform Receptionist duties when needed.

Requirements and Qualifications:

1. High school diploma or GED.
2. Two years of increasingly responsible office support and related work experience requiring public interaction;
3. Ability to perform the full range of office support work involving use of independent judgment requiring tact and diplomacy; work with groups or independently.
4. Knowledge of the use and operation of general office machines and equipment.
5. Knowledgeable in word processing, desktop publishing, software programs (PowerPoint Word, Excel) and internet.
6. Knowledgeable of work procedures in the Tribal administration.

7. Excellent writing (grammar and proof reading), speaking, and listening skills.
8. Time management; schedules, ability to prioritize and multi-task.
9. Strong organizational skills, attention to detail and accuracy.
10. Must possess valid California Driver's License.
11. Must be able to pass a pre-employment drug test and background check.

Waiver of Education or Experience Requirements

Picayune Rancheria of the Chukchansi Indians may waive the education and/or experience requirements based on an evaluation of the experience or demonstrated competence of the proposed applicants.

PRCI Tribal Preference:

Preference shall be given with respect to personnel decisions, layoffs, recalls, promotions, transfers, training and hiring. First, enrolled Tribal Members who meet the Basic Qualifications shall not be denied if another individual at a lower preference has higher qualifications than are necessary for the position. Second, after preference is provided to enroll Tribal Members, Native Americans who are enrolled members of a federally recognized tribe other than Picayune Rancheria of the Chukchansi Indians shall be provided preference over equally qualified non-Indian candidates, however if the non-Indian candidate is more qualified, a business decision may be made to hire or promote the best candidate.

Native Preference:

In accordance with Title VII 1964 Indian Civil Rights Act, Section 701(b) and 703(i), Preference in filling all vacancies will be given to qualified American Indian/Alaskan Native candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)