

Sitka Tribe of Alaska
Job Description
ADMINISTRATIVE ASSISTANT I

| | | | |
|--------------------|------------------------|------------------------|----------------------|
| Exempt: | No | Grade: | 2 (\$16.50—\$17.78) |
| Department: | Administration | Hours: | 8:00a.m. -4:30p.m. |
| Reports to: | Deputy General Manager | Effective Date: | September 30, 2021 |

I. SUMMARY

The Administrative Assistant I, provides administrative, intake, and calendaring support to the Administration Department and other departments assigned by the supervisor. This position is responsible for setting a positive and professional tone for the Tribe and for keeping the day-to-day function of the STA Administration Department. The Administrative Assistant I is the first image of the Tribe and must maintain a professional, neat appearance. This position also helps the Compliance Manager with the Enrollment functions as needed.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

A. Supervision and Authority

Reports to the Deputy General Manager and does not supervise any positions.

B. General Responsibilities:

- Answer the main telephone line pleasantly and professionally; respond to inquiries quickly
- Greet visitors pleasantly and professionally, and conduct basic screening for purpose of referring to appropriate department
- Process incoming and outgoing mail daily, keep electronic record, forward line-item costs to the accounting department on quarterly basis
- Maintain paper and electronic calendaring of meetings for the conference room and upstairs hall
- Submit PO, check, and credit card requests as needed using software for tracking
- Receive payments, issue receipts, forward payments to Accounts Receivable, copies to addressee
- Work with administrative staff to maintain and order office supplies – weekly responsibility

- Keep entry, reception, lobby, and conference room – including window areas - neat and clutter-free
- Maintain form file
- Maintain copier/fax/printer supplies, check and stock copier paper/toner levels daily
- Receive enrollment applications, ensure applications are complete with all needed paperwork
- Issue enrollment cards and enrollment resolutions as needed to Tribal Citizens; resolutions to disenrolled
- Receive job applications, ensure applications and supplementals are complete with all the needed paperwork
- Set up conference room for meetings
- Run errands as needed

C. Meetings, STA Reporting, Professional Conduct:

- Keep the Deputy General Manager apprised of work projects, including present and potential problems and suggestions for new or improved ways of addressing problems
- Attend administrative staff meetings, STA all-staff meetings, and other meetings as requested by the Deputy General Manager and/or General Manager
- Participate in STA all-staff events (which may occur after hours or on weekends) including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, the Children’s Christmas Party, and other all-staff events that arise throughout the year.
- Prepare monthly reports of activities and any other items assigned by the Deputy General Manager; prepare report for inclusion in quarterly newsletters and the annual report
- Respond to questions and client concerns in a compassionate, courteous, and timely manner
- Maintain strict confidentiality of all client information
- Respond to questions/comments in a courteous and timely manner
- Keep neat, clean, and professional appearance
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

III. MINIMUM REQUIREMENTS

A. Education

- High school diploma or GED

B. Experience

- Two years of increasingly responsible, varied and highly skilled clerical work

C. Additional Requirements

- Valid Alaska State Driver's License

D. Knowledge, Skills and Abilities:

- Demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)
- Strong written and oral communication skills
- Ability to handle multiple tasks and work under short timeframes and attend to details
- Ability to handle confidential information with tact and discretion
- Knowledge of the history of Sitka and a solid understand of the Native Community in Sitka, including clan structure, or willingness to learn
- Advanced level of computer skills and at least one-year experience using Microsoft Word, and Excel
- Ability to work independently with brief verbal instructions
- Must be a self-starter

IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government

V. PREFERENCE

Tribal Citizen and Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.