



PUYALLUP TRIBE OF INDIANS

JOB ANNOUNCEMENT



OPENS:	NOVEMBER 7, 2016	CLOSES:	NOVEMBER 21, 2016
JOB TITLE:	ADMINISTRATIVE ASSISTANT	DEPARTMENT:	CHILDREN'S SERVICES
REPORTS TO:	EXECUTIVE DIRECTOR	HOURS:	FULL TIME – 40 HRS/WK
SALARY:	\$19.40 PER HOUR + BENEFITS		

POSITION SUMMARY:

This position provides administrative support to a large department, including the Director, Assistant Director, and other departmental staff, including caseworkers, case aides, CPS workers, by performing a variety of routine to moderately difficult duties. The position is responsible for knowing the responsibilities of the various units operating within the department in order to accurately direct clients to needed services. These units include: (CPS, Caseworkers, Family Voluntary Services, Foster Care, and Independent Living Skills.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Promptly greets high volume of visitors and walk-ins. Directs them to the appropriate unit/person within the department or a program outside of the department.
2. Answers and routes a high volume of incoming calls and messages using proper etiquette. Follows up as necessary.
3. Provides timely information and direction to tribal membership and clients regarding requested and available services.
4. Responsible for making and distributing photocopies and facsimiles.
5. Receives and distributes incoming mail. Properly and accurately logs all incoming/outgoing mail. Logs and tracks forms submitted to other departments for signature. Collects and logs incoming correspondence.
6. Acts as back-up to assist with Agenda Request Forms, including overseeing the routing for all required signatures. Makes copies and submits to Tribal Council. Tracks Agenda Request Forms submitted to Tribal Council and logs status.
7. Maintains digital and hard copy records and files on site and in archives. Has primary responsibility for numerous records and files and is expected to keep them up-to-date on a daily basis.
8. Assists with processing confidential background checks for employees, placements and foster parents. Reviews, logs and distributes background check results to the Director or other appropriate personnel in keeping with highly confidential nature of this information.

9. Acts as back-up to the Senior Administrative Assistant, prepares correspondence, memos, reports and forms from notes for Director's signature and distributes/emails as needed.
10. Assists with Per-capita check distribution and communication with Per-Capita and Representative Payee program. Also assists with the clothing stipend applications and distributions related to same.
11. Assists caseworkers in creating and maintaining case files.
12. On a daily basis, routes incoming Child Protective Services (CPS) intakes and directs walk-in clients to appropriate CPS worker depending on jurisdiction.
13. Facilitates distribution of financial resources for clients and staff.
14. Maintains current caseload information and updates for all PTCS staff in computer including changes in placement or case status.
15. Responsible for the ordering and organization of office supplies and inventory. Processes purchase orders, signs for deliveries and delivers supplies to PTCS staff as needed.
16. As directed by the Senior Administrative Assistant, or other management personnel, creates forms for better client service delivery.
17. Maintains multiple calendars and schedules.
18. Provides back-up support with family visitation as needed.
19. Assists administrative team with planning and coordination of community events throughout the year.
20. Responsible for tracking department GSA vehicles.
21. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate degree preferred. High school diploma or general education degree (GED) and must demonstrate at least-three years of progressively responsible administrative support experience in a large, fast-paced department; or satisfactory equivalent combination of education and experience. Knowledge of and work experience in Accounting functions is preferred. Intermediate to advanced skills in Microsoft Word and Excel required.

Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).

Language Skills

Must have strong interpersonal skills for defusing and de-escalating angry clients. Ability to read and interpret documents such as court orders, background checks, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. . Demonstrates good judgment and acts responsibly to avoid endangering anyone working in, or working with, the department.

Licenses Or Certificates

Must pass Washington State Department of Social and Health Services (DSHS) criminal history and CPS background inquiry every two years unless otherwise indicated.

Must have and maintain a valid and unrestricted Washington State Driver's License and proof of insurance. Driver's License must not contain any restrictions that would prevent an employee from operating a GSA vehicle or from complying with the Puyallup Tribe Vehicle Use Policy.

Other Requirements

Must be willing to attend training for professional development.

Works cooperatively to establish and maintain professional relationships with other Tribal departments that are responsible for sharing highly confidential information.

Works with a variety of highly confidential information and, as a result, handles the information professionally and maintains strict confidentiality at all times.

Report to work on time and maintains consistent daily attendance at work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a, personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee frequently is required to stand and walk.
- The employee is occasionally required to stand and stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.
- Requires the ability to drive a GSA passenger motor vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position is stressful at times due to the sensitive or confidential issues addressed, as well as the number of assignments and deadlines that are required.
- The noise level is usually moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting and occasionally off site.
- There are frequent contacts and many interruptions during the day.
- Work may be stressful at times due to the sensitive or confidential issues being addressed and the number of deadlines and assignments required.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW

HOW TO APPLY:

Submit application and resume postmarked by the closing date to:

Human Resource Department
Puyallup Tribe of Indians
3009 East Portland Avenue
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: jobs@puyalluptribe.com

*Note: Applications & copies of job announcements available at Rm. # 157
or online at www.puyallup-tribe.com*