



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPENS: JULY 18, 2017

CLOSES: AUGUST 1, 2017

JOB TITLE: TERO ADMINISTRATIVE ASSISTANT

DEPARTMENT: TERO

REPORTS TO: TERO DIRECTOR

HOURS: 40 HR/WK – FULL TIME

POSITION SUMMARY:

Performs office and administrative duties such as: customer and client services, record keeping, filing, internal and external communications. Assists Director with budgets, reports & presentations and assists TERO Staff with compliance tasks. Explain TERO Ordinance, policies & procedures to contractors, clients and other programs/entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Greets and assists clients, employers and participants as to the nature of their visits. Must be able to confer with the public in a courteous manner and oftentimes in stressful situations.
2. Becomes familiar with and practices correct procedures for completing various outside job applications, TERO application processes; assists clients in completing job applications as needed, including one-on-one interaction. Provides client testing set up and information of any additional criteria needed for eligibility.
3. Prepares work permits and introduction cards for all workers on jobsites.
4. Assists the Compliance Officers in tracking employment status and progress or performance evaluations of TERO clients on each jobsite.
5. Prepares all related TERO documents, Agenda Request Forms, and other miscellaneous correspondence, time cards, travel arrangements, vouchers and other documents for submittal and processing. Routes documents for Director's signature, logs status of documents and distributes as appropriate. Maintains office supplies for department.
6. Maintains the client skills bank which includes the maintenance of applicant/clients files and contractor's files client evaluations, referral and placement records; posting job announcements and vacancies in the TERO office and at various locations on the Puyallup Reservation.
7. Coordinates scheduling meetings for TERO Commission and Program; makes courtesy call to all parties prior to meeting.
8. Coordinates various TERO Training sessions; includes reserving room/location, provides sign-in sheets, training materials, set-up, order, pickup and deliver food, clean-up, etc.

9. Maintains files for TERO Program; and TERO Commission. Keeps current on all applicable employer and work contracts. Compiles the contractors' packets.
10. Responsible for working with Director and assists in the completion of budget modifications for Program; maintains spreadsheets.
11. Assures that forms are available and posts up to date job announcements.
12. Assists Compliance Officers in pursuing collection of TERO fees.
13. Organize Contractor applications for TERO Commission approval.
14. Performs other related duties as assigned.

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

High School Diploma or GED required; at least two (2) years of general experience in related administrative office and/or training; or a satisfactory equivalent combination of education and experience. Intermediate computer skills in Word, Excel, PowerPoint and Access required. Must be able to type 35+ WPM.

Language Skills

Employee must demonstrate the ability to interact tactfully and cordially. Ability to maintain a high level of confidentiality. Ability to read, analyze and interpret common professional journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from clients, contractors and other programs. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to clients, contractors and large groups.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Licenses or Certificates

Must have and maintain a valid Washington State driver's license and proof of insurance. Must be insurable to drive Tribal vehicles if necessary. Driver's License must not contain any restrictions that would otherwise prevent an employee from driving a Tribal/GSA vehicle.

Notary preferred
Bi-lingual helpful

Other Skills and Abilities

A working knowledge of secretarial procedures; knowledge of Tribal organization, operations, policies and accounting procedures preferred

Knowledge of TERO Ordinance, 1988 Land Claim Settlement, Tribal Constitution and bylaws highly valuable.

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.
- 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 occasionally is required to stand and walk.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.
- This position requires travel both in state and intercontinental.

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.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting.
- Position may be stressful at times due to confidential issues being addressed.

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*