



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

<b>OPENS:</b>	<b>SEPTEMBER 25, 2018</b>	<b>CLOSES:</b>	<b>OCTOBER 17, 2018</b>
<b>JOB TITLE:</b>	<b>ADMINISTRATIVE ASSISTANT</b>	<b>DEPARTMENT:</b>	<b>PROSECUTOR'S OFFICE</b>
<b>REPORTS TO:</b>	<b>SENIOR PROSECUTOR</b>	<b>HOURS:</b>	<b>FULL TIME – 40 HRS/WK</b>
<b>SALARY:</b>	<b>BASED ON SALARY MATRIX + BENEFITS</b>		

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### POSITION SUMMARY:

Responsible for providing support on assigned projects by the Senior Prosecutor, Assistant prosecutor and Juvenile Presenting Officer. Performs moderately complex administrative and clerical duties to support individuals or relieve and assist department staff of administrative details.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inputs accurate data to multiple databases of open case files for:
  - Adult Criminal
  - Fishing/Hunting
  - Fireworks
  - Juvenile Offenders
  - Child Welfare
  - Juvenile Diversion
2. Maintains case files:
  - Files court documents or other case related paperwork.
  - Photocopies court documents and paperwork.
3. Organizes and sorts specific program and case files within the Prosecutor's Office.
4. Composes correspondence and memos.
5. Following the guidance of the assigned attorney, drafts and files complaints, show cause motions, discovery documents, and other necessary legal documents as requested during periods of back-logs.
6. Responds to personal, telephone and written inquiries from general public and other Tribal agencies.
7. May retrieve and distribute mail and other office information.
8. Prepares purchase orders for supplies.
9. Performs other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

This position does not have any 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's degree (A.A.) or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience with a minimum of a high school diploma or general education degree (GED). Experience and knowledge using word processing and spreadsheets (i.e. Word for Windows, Excel, Access, etc.) 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

Employee must demonstrate the ability to interact tactfully and positively with Tribal members, all levels of staff and management. 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 staff and regulatory agencies. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions. Ability to effectively present information to management, employees and groups of people. Ability to file documents alphabetically and chronologically.

### 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 simple one or two step instructions. Ability to deal with standardized situations with only occasional or no variables.

### Other Skills and Abilities

Able to pass a criminal background check.

Ability to be culturally sensitive in a diverse community.

Must not have any outstanding arrest warrants and no criminal convictions during the last five years.

## 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, scanner 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 occasionally 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 30-50 pounds.
- Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

### **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.
- There are frequent employee and client contacts and interruptions during the day.
- Position may be stressful at times due to the sensitive or 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-nsn.gov](mailto:jobs@puyalluptribe-nsn.gov)

*Note: Applications & copies of job announcements available at Rm. # 117  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*