



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Position: ADMINISTRATIVE ASSISTANT

Supervisor: Human Services Director

Location: Department of Human Services

Work Info: Full Time: 40 Hrs/Week (M-F)

Salary: \$14.50 -\$17.00 DOQ

Closes: Open Until Filled

POSITION SUMMARY:

This position performs administrative level secretarial and clerical support specific to general receptionist duties, intake duties and Human Services Director administrative tasks. Incumbents must be able to deal with high stress situations and individuals in crisis in a confidential, positive, and sensitive manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

GENERAL RECEPTIONIST DUTIES:

- Front desk – answer and relay messages on multi-line telephone and greeting the public and clients
- General – copy, data entry, file, sort and distribute mail, coordinate conference room and purchase of office/copy/fax supplies
- Organize, secure, track and maintain department assets, equipment, electronics, supplies and other materials in shared department workspaces and supply room
- Coordinate conference room and vehicle reservations. Coordinate vehicle maintenance for Human Services vehicles

INTAKE DUTIES:

- Assist with Intake Duties as needed with application processes in a thorough, impartial manner, verifying necessary information in accordance with procedures and time limits
- Work closely with local and State agencies to verify assistance, service, income, and resources for applicants in a timely manner
- Compile complete and accurate case files in a timely manner
- Assist staff with scanning and data entry as needed
- Refer approved families to applicable case manager

HUMAN SERVICE DIRECTOR SUPPORT DUTIES:

- Support the Human Services Director with administrative duties and special projects
- Maintain records including but not limited to: Council motions with backup documents, program budgets, department policies and procedures, payroll, correspondence, and other records as directed
- Process purchase orders and accounts payable in Microix system
- Coordinate calendars and schedule relevant meetings
- Other duties as assigned

QUALIFICATIONS:

- High school diploma or GED is required. An associate degree is preferred.
- Must be proficient in Word and Excel programs.
- A minimum of two years' experience working with families in a tribal setting is preferred.
- Must be capable of handling sensitive issues in an unbiased, confidential, and compassionate manner.
- Must have effective verbal and written communication skills, be able to explain complicated information in lay terms and work well with many different personalities and age groups.
- Must be reliable, punctual and possess excellent time management skills.

GENERAL INFORMATION:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

Special Requirements: Must have and retain a valid Washington State Driver's License. Please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Credentials
5. Tribal Enrollment Verification
6. Diploma(s): High School, GED
7. Certification(s)
8. Driver's License

NOTE: Incomplete applications will not be considered.