



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Administrative Assistant I
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Silver Feathers
SUPERVISOR: Silver Feathers Administrator
POSITION CATEGORY: B
RATE OF PAY: DOE

SUMMARY:

As directed by the Silver Feathers Administrator, the Administrative Assistant will provide administrative support and customer service to support the operations of the Silver Feathers department such as preparation, copying and mailing of outgoing flyers; providing communication with the membership; and other administrative support duties for seamless customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Administrator.
- Answer incoming calls and field questions from members and visitors.
- Provide Elders excellent customer service.
- Manage and maintain files, email, voice and written correspondence to the membership.
- Distribute and prepare mail and packages for pickup by USPS, FedEx, UPS and other services as needed.
- Copy and process event and informational flyers for distribution.
- Assist with the coordination of the Silver Feather membership reimbursement program.
- When needed, make deliveries or pick up food and supplies to support the Elders Program.
- Update and maintain membership data.
- Ensure knowledge of the Silver Feathers Bylaws to communicate, explain and discuss with the Silver Feathers membership.
- Must adhere to all policies and procedures of the Pechanga Tribal Government and Silver Feather Bylaws.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- High School diploma or GED equivalent required.
- Two (2) years of related experience in an office environment required.
- Proficiency required with Microsoft Office; MSWord, Excel, Publisher, PowerPoint and Outlook.
- Experience using postage, mail and folding machines preferred.
- Must possess a valid driver's license and proof of insurance.
- Good interpersonal skills, tact, patience, flexibility, and ability to deal with change and maintain a professional demeanor at all times.
- Excellent communication and organizational skills required.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge, interest, and experience working with seniors.
- Knowledge of office administration practices and procedures and customer service techniques and methods.
- Ability to follow written and verbal work instruction and to work independently with a minimum of direction.
- Ability to effectively communicate, verbally and in writing; correct English usage, including spelling, grammar and punctuation.
- Ability to operate a computer using word processing, spreadsheet, and database software.
- Ability to easily build rapport with others.
- Ability to be respectful to all those with whom you come in contact.

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. . The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. . The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, and when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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