

Sauk-Suiattle Indian Tribe Job Description

Job Title: Office Assistant
Department: Utilities/Roads
Reports To: Utility/Roads Program manager
Status: Hourly
Prepared By: Aron Harris
Prepared Date: 06/2018
Approved By: Tribal Council Res. #: 3-19B-16
Approved Date:

Summary: Serves as support staff for the Utility/ Roads Department provides office and clerical support to assist with the efficiency. To accomplish these tasks, the Office Assistant works closely with the Utility/Roads Manager..

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Answer and transfer telephone calls or take messages
- Arrange meetings, Schedule appointments and update event calendars
- Type, format, or edit routine memos or other reports
- Make copies, fax, scan, email and shred duplicates as directed
- Edit documents as needed
- Enter data using Housing Data Systems (HDS) for utility accounts
- Sends out invoices to account holders and makes copies for the record.
- Sorts and maintains file records
- Provide general information to staff, and the public as requested
- Purchasing and inventory control of all supplies and equipment associated with utilities, and road programs
- Prepares Purchase Vouchers as needed
- Performs other duties as directed

Supervisory Responsibilities- NONE

Qualifications To perform this job successfully, applicant must be able to perform each essential duty satisfactorily. The requirements listed 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 or equivalent or obtain within 12 months.
Preferred strength in literary review.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole

numbers, common fractions, and decimals.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing Software, Spreadsheet software, other Microsoft programs

Certificates, Licenses, Registrations

Current Washington State driver's license. First Aid/CPR certification

Physical Demands/Work Environment: The physical demands and work environment 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.

While performing the duties of this job, the employee may be required to sit for long periods of time; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. The employee may be subject to exposure of diverse communication styles in various settings. Employee may encounter situations of various emotional levels.

Culturally Sensitive: All employees must be culturally receptive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug/alcohol-free workplace. All employees are subject to a pre-employment and random drug/alcohol tests.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN PREFERENCE APPLIES