



Cow Creek Government Office

Position Description

Position Title: Administrative Assistant

Department: Administrative

Reports To: Tribal Board Executive Assistant

FLSA Designation: Non-Exempt

Date Written/Revised: 9/15/16

POSITION PURPOSE:

Provides administrative and clerical support to the Tribal Board Executive Assistant. Handles confidential and sensitive information related to a wide variety of topics.

ESSENTIAL FUNCTIONS:

- Perform general office duties and clerical support Tribal Board Executive Assistant.
- Develops and maintains an efficient filing system to make updating and retrieving files easier.
- Prepares and mails a variety of documents.
- Ensures membership records are set up and maintained, including but not limited to copying, faxing, assembling documents, scanning documents for electronic filing.
- Ensures accuracy of information by proofing data prior to copying and disseminating.
- Enters check requests into the accounting system.
- Assists with the coordination for travel, meetings, catering and special events.
- Duplicates, assembles and distributes a variety of documents including routine letters, and other correspondence.
- Maintains confidentiality information in verbal, written and electronic information. Limits access to information on a job-related, need-to-know basis.
- Other duties, as required.

QUALIFICATIONS:

- High School Diploma or GED required.
- 1 year experience working in a professional office environment.
- Intermediate skills with Microsoft applications required, including Word, PowerPoint and Excel.
- Ability to type 60+ wpm.
- Must possess excellent communication skills, including verbal and written
- Understanding of accounting systems and controls, accurate data entry skills.
- Strong filing and organizational/prioritization skills.
- Ability to adjust to quickly changing duties and assignments.