



Cow Creek Government Office

Position Description

Position Title: Administrative Assistant

Department: Natural Resources

Reports To: Natural Resource Director Admin. Assistant

FLSA Designation: Non-Exempt

Date Written/Revised: 08/13/2018

Pay Grade: 5

POSITION PURPOSE:

Under the direct supervision of the Natural Resources Director's Administrative Assistant, the Department Administrative Assistant provides office administration services, secretarial, and project support for all of the various members of the Natural Resources team as needed.

ESSENTIAL FUNCTIONS:

- Answer and direct phone calls/monitor and relay information from radio base station "dispatch"
- Organize and schedule meetings and appointments upon request
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing and records management system
- Order office/kitchen supplies
- Book travel arrangements for NR team members as needed
- Submit and reconcile expense reports and process payments
- Provide general support to visitors
- Take dictation/meeting minutes as needed
- Prepare and monitor invoices
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Write letters and emails on behalf of other office staff
- Assist in grant reporting requirements
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Cover the front reception desks when required
- Receive, sort and distribute the mail daily for the NR Department

- Coordinate repairs to office equipment
- Review and authorize permits for special forest products, hunting, fishing, and gathering, and or recreational passes
- Receive timber sale scale data and truck tickets, maintain timber sale scale data spreadsheet and develop summary reports to be approved by NR Director and/or the Director of Forest Management.
- May be asked to perform other tasks, as required

QUALIFICATIONS:

- Proven admin or assistant experience
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- At least 2 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred
- Understanding of accounting systems and controls, accurate data entry skills, and knowledge of documentation and budgeting required, with specific experience in timber sale revenue and disbursement records a definite plus (knowledge of Microix preferred)
- Ability to type 60+ wpm.
- Strong filing and organizational/prioritization skills
- Excellent written and oral communication skills
- Additional knowledge and skills related to database development a plus
- Experience in grant writing a plus
- Ability to adjust to quickly changing duties and assignments
- Ability to work with others as a team player
- Current and valid Oregon driver's license in good standing is required with no insurability issues as determined by the Tribe's insurance carrier