

San Xavier District

Job Description

Administrative Assistant

Department: HR

San Xavier District – Tohono O’odham Nation

Reference: 105-C

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the performance level related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring a staff member. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Hourly, non-exempt, full-time regular, non-supervisory position.
- b) The Administrative Assistant provides administrative support to ensure the department’s efficient operation and works with and corresponds with internal departments and external entities as required.
- c) Supervised by the HR Manager.
- d) Salary Range – NE6.

2. Responsibilities

- a) Essential Duties.
 - i) Acknowledges and greets all visitors, District managers and supervisors, and employees politely and professionally.
 - ii) May oversee daily departmental duties and follow procedures in the absence of the HR Manager and HR Specialist.
 - iii) Carries out administrative duties for the departmental staff; prepares and distributes interdepartmental information; independently prepares correspondence and recurring reports for the supervisor’s signature.
 - iv) Drafts correspondences from written and verbal instructions.
 - v) Attends meetings to take notes and distribute to Departments Heads.
 - vi) Proofreads various documents for accuracy and completeness.
 - vii) Screens incoming telephone calls, mail, and faxes for the Department Head.
 - viii) Collects and compiles data for analysis and reporting requirements as directed.
 - ix) Assists and relieves the Receptionist as needed, following receptionist office procedures; greets and screens visitors and telephone calls; assists in resolving or referring community inquiries or complaints.
 - x) Maintains departmental files and records; follows up to ensure departmental staff completes assigned tasks.

- xi) Maintains departmental supplies by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
- xii) Coordinates office functions with other departments as needed and assists other clerical staff as necessary.
- xiii) Ensures internal mail and deliveries are picked up or delivered as needed.
- xiv) Works with Administration in coordinating travel arrangements for staff per established travel policies.
- xv) Maintains confidentiality of all sensitive information.
- xvi) Performs other duties as assigned and executes other responsibilities and projects as necessary.

3. Knowledge, Skills, and Abilities

- a) Ability to –
 - i) type at 40 WPM with accuracy (emphasis on accuracy, not speed).
 - ii) deal effectively with the public and governmental officials, good working knowledge of the operating practices.
 - iii) get along with diverse personalities.
- b) Effective oral and written communication skills, using standard English composition, grammar, spelling, and punctuation
- c) Courteous, efficient telephone manner; prompt routing of calls; quick and responsible forwarding of messages.
- d) Knowledge of internet usage and Microsoft software, including Word, Excel, Outlook, PowerPoint, and Adobe.
- e) Legible handwriting.
- f) Thorough knowledge of general office practices and procedures and business English.
- g) Good reasoning abilities and sound judgment.
- h) Resourceful and well-organized.
- i) Knowledge of working with Native American communities.

4. Working Conditions

- a) Environment.

Hot	[]	Noisy	[]	Dust/Fumes	[]
Cold	[]	Outdoors	[]	Chemicals	[]

Contact with substance that could cause allergic reactions:
Yes <input type="checkbox"/> No <input type="checkbox"/> Describe:
Protective Equipment Used:
Other: <input type="checkbox"/> Explain:

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling	✓				
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing		✓			
Digging				✓	
Dialing		✓			
Hearing			✓		
Lifting/Carrying 25lbs.	✓				
Lifting/Carrying 50lbs.				✓	
Lifting/Carrying 75lb.s				✓	
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard			✓		
Vehicle Operation		✓			
Walking	✓				
Writing		✓			
Other:					

5. Qualifications:

- a) High school diploma or equivalent.
- b) Minimum of two (2) years of general clerical experience involving typing or a combination of training and education, which demonstrates the ability to perform this position’s duties and responsibilities.
- c) Valid AZ Drivers License with no DUIs or major traffic offenses within the past three (3) years.
- d) Bi-lingual – O’odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 & 473), the San Xavier District gives preference when filling vacancies to (in sequential order):

- (1) Enrolled members of the San Xavier District,
- (2) Enrolled members of the Tohono O’odham Nation
- (3) Enrolled members of other nations or tribes

(4) All other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Employee Acknowledgement: _____ Effective Date _____

Immediate Supervisor: _____ Effective Date _____

Next Level Supervisor: _____ Effective Date _____

San Xavier District is an "Alcohol/Drug-Free Work Place"