



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Quileute Natural Resources Office Assistant

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Quileute Natural Resources Office Assistant**
Supervisor: QNR Finance and Administration Manager
Location: Quileute Natural Resources
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Quileute Natural Resources (QNR) Office Assistant position will perform a variety of clerical duties in support of QNR office operations. Tasks include, answering telephones, receiving visitors, daily mail functions, establishing and maintaining record keeping/filing systems, issuing tribal member treaty rights tags, permits and identification cards, daily use of purchasing program as well as scanning, copying, emailing and/or faxing materials as needed; order, receive and maintain office inventory. The QNR Office Assistant is responsible for assisting all community members with QNR offered needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Assist and prepare purchase requisitions to process in Microix for invoices and advances.
- Maintain records of purchases by vendor/employee, accounting file and date.
- Assist with the processing of staff travel.
- Preparing timecards and sheets for tribal office
- Preparing payroll for Director & GM signature's, scanning for QNR files, then submitting the completed payroll to the payroll manager
- Answer incoming calls, or making needed outgoing calls, on behalf of staff as needed
- Emailing, filing, copying, faxing of documents for staff
- Ordering, processing, and maintaining QNR permits/tags (hunting, fishing, gathering)
- Assist with the Quileute Natural Resources Committee (QNRC) monthly & special meetings; keep track of attendance record for QNRC stipends and keep meeting minutes as needed
- Keep an open communication with QNRC members via phone calls and/or text message for meeting reminders, urgent policy, and permit request signatures
- Prepare snacks and/or beverages for QNRC meetings
- Photograph for BIA Hard card ID, and receiving & processing data, for the entry of tribal members new/renewed fishing cards
- Photograph for BIA Hard card ID, and receiving & processing data, for the entry of tribal members new/renewed for Enrollment Identification cards.
- Keeping records of regulations (Quileute and others), and posting as needed
- Ordering and issuing DOL yearly boat registration tabs, fishing net and gear numbers
- Schedule and preparation of conference room for meetings
- Inventory all office machines/supplies, keep an up-to-date list of the Office Inventory; assist with the Procurement of office machines/supplies as needed.
- Obtain the daily mail from Tribal Office and USPS
- Maintain, update and order office and internet equipment as needed
- Receive completed Tribal Enrollment applications and submit them to the Enrollment clerk
- Receive the Tribal Fishing income verification requests and submit them to the Harvest Manager
- Maintain key lockbox for vehicles, storage, offices, buildings, lab etc.
- Coordinate with Public Works department for office maintenance needs
- Coordinate with the Tribal office and/or other departments as needed
- Other duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

- Proficient spelling and grammar (and ability to use Word to correctly)
- Ability to work independently after receiving instruction
- Ability to work within a team setting.
- Ability to use Microsoft Office Programs (Word, Excel, Access, Outlook), and the Internet
- Ability to use Microix Workflow Module
- Knowledge of copy/fax office machines
- Knowledge of payroll processing
- Knowledge of Quileute Tribe's seasonal regulations & ordinances that pertain to QNR

WORK ENVIRONMENT:

- This position is an office work environment

PHYSICAL DEMANDS:

- The physical demands of this position are limited to light lifting and normal daily mental stress.

SUPERVISORY RESPONSIBILITY:

- NA

QUALIFICATIONS:

Required Qualifications:

- High school graduate or GED equivalent.

Minimum/Preferred Qualifications:

- Minimum of one year of experience in clerical work or similar work setting.
- Proficiency with computers.
- Familiarity with Microsoft Office Programs
- Communication and organizational skills, with the ability to work independently.
- Self-initiative.

GENERAL INFORMATION:

Individual shall perform administrative and routine clerical tasks, such as sorting and sending mail, email, or files, scheduling appointments, meetings, or travel, keep an up-to-date inventory of office supplies, and ensure that the workplace and vehicle are kept neat and clean for visitors or guests. These lists of tasks should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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