



## POSITION DESCRIPTION

<b>Job Title:</b>	<b>Executive Administrative Assistant</b>
<b>Reports To:</b>	<b>Chairperson – Mechoopda Tribal Lending Enterprise</b>
<b>Supervises:</b>	<b>None</b>
<b>Status:</b>	<b>Part-time (non-exempt), 25 Hours Per Week</b>
<b>Salary Range:</b>	<b>15.00 per hour</b>

### **Position Summary**

Under the direction of the Chairperson of Mechoopda Tribal Lending Enterprises (“MTLE”), a wholly owned entity of the Mechoopda Indian Tribe of Chico Rancheria, a federally recognized Indian tribe (“Tribe”). MTLE is the entity empowered by Tribal Law to engage in consumer lending within the Tribe’s jurisdiction and is the owner of Red Hawk Financial (“Red Hawk”), a division of MTLE. Red Hawk is engaged in consumer lending business online pursuant to Tribal and applicable federal consumer protection laws.

The Executive Administrative Assistant shall perform varied administrative duties supporting day-to-day operations to the MTLE Board of Directors, and he or she has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The Executive Administrative Assistant provides key support, enabling the Board as it carries out its governance functions.

### **Specific Responsibilities**

1. Provide administrative support for the MTLE Board of Directors, including preparing correspondence, scheduling meetings and completing administrative tasks as requested.
2. Maintain tribal governance documents, including but not limited to minutes, resolutions, contracts, policies, ordinances, and other legal documents.
3. Record, transcribe, and prepare and distribute all agenda packets for MTLE meetings.
4. Helps with the general oversight of all MTLE activities and assist with the day-to-day operations.
5. Responsible for maintaining the MTLE’s filing system, records, and archives, and overall records management.
6. Helps with program quality and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluation.
7. In accordance with the MTLE’s various processes and procedures, process purchase orders and all other documents directly related to job duties.
8. Prepare monthly report to Board of Directors regarding administration activities.
9. Maintain privacy and confidentiality of sensitive information.



10. Perform other duties related to office and facilities management as assigned.

## **Qualifications**

1. Must have successfully completed a minimum of a two (2) year (A.A.) degree OR equivalent in an accredited business college in secretarial, word processing, business administration, or related field.
2. Must have a minimum of two (2) years of progressively responsible administrative experience.
3. Must have computer spreadsheet (Excel) and word processing (Word, etc.) proficiency.
4. Must be able to type 55 wpm with accuracy.
5. Ability to establish and maintain effective working relationships with the Board, staff, consultants, and public and private agencies.
6. Must be capable of planning and meeting deadlines.
7. Ability to communicate, read, analyze, interpret, and edit various materials written in English is required. Similarly, the ability to effectively communicate in English is required, as is the ability to effectively present information and respond to questions from colleges, vendors and the general public in English.
8. Ability to add, subtract, multiply and divide with all numbers, and work with mathematical concepts such as numerical correlation is required. In addition, the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical scenarios is necessary.
9. Ability to define problems, collect, develop, and analyze data and information, establish facts and draw valid and supported conclusions is required.
10. Ability to provide excellent verbal and telephone customer service skills, preferably in the financial services sector.
11. Experience working with Native American communities desirable.

## **Other Requirements**

1. Must be eligible for coverage under the Tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
2. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
3. This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
4. Must be able to satisfactorily complete a background/credit check, fingerprint live scan, and pre-employment physical, if applicable.
5. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of 1988.

# RED HAWK FINANCIAL



## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters in a tribal office environment, while performing the essential functions of this job. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.