

# RED HAWK FINANCIAL



## Executive Administrative Assistant

**Position Summary:** The position is part-time, 25 hours per week and reports to the Chairperson, Mechoopda Tribal Lending Enterprise

**Other Requirements:** The physical demands described in the Position Description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates must be eligible for coverage under the enterprise's vehicle insurance policy and possess a valid California driver's license. Must be able to satisfactorily complete a background/credit check, fingerprint live scan, and pre-employment physical, if applicable. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of 1988.

**Preference:** 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.

**To Apply** – Please complete and submit the following:

1. Application
2. Resume
3. Consent Form – Drug/Alcohol Screen Testing
4. Consent Form – Criminal background/Credit check
5. Consent Form – Disclosure Authorization and Release
6. DMV printout of driving record
7. If applicable – Indian Preference requires verification by Tribe of affiliation or other acceptable documentation of Indian heritage.

**Thank you for your interest in Red Hawk Financial, a wholly-owned unincorporated entity of the Mechoopda Indian Tribe of Chico Rancheria.**

**CLOSING DATE: October 17, 2016 at 5:00 p.m.**



## 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 engaged 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 corresponding, 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.

# RED HAWK FINANCIAL



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 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.

# Red Hawk Financial

A division of the Mechoopda Tribal Lending Enterprise, wholly-owned and operated by the Mechoopda Indian Tribe of Chico Rancheria



## INFORMATION FOR JOB APPLICANTS

Please read all documents carefully.

Thank you for considering Red Hawk Financial (RHF) for employment. The following is a brief overview of the application and hiring process used.

**We request that you DO NOT CALL for information regarding your place in the process. We are also unable to provide feedback on the status of application packages that have been submitted, or on interviews.**

1. The selection committee will review and evaluate applications to select a limited number of candidates to interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. RHF is not able to compensate candidates for interview-related expenses.
2. The application process is an indication of your ability to understand and follow written instructions as provided on the employment application, vacancy announcement, and this information sheet. Failure to include required information could result in the disqualification of your application. Please read all documents carefully. *Applicants are responsible for ensuring that applications are complete when submitted.* An application without a signature or with the words "see résumé" or a similar phrase will not be accepted.
3. Applications for employment are accepted for vacant positions as they occur. Vacancies are posted on our website at <http://www.mechoopda-nsn.gov/employment-opportunities/>. The vacancy announcements include the specific duties, requirements, and responsibilities of each position. Supplemental questionnaires, résumé, cover letters, letters of recommendation, college transcripts, licenses, or certificates may be required in addition to the employment application. The vacancy announcements specify required documents for a vacant position. Failure to submit all required documents will disqualify your application from further consideration.
4. To allow for accurate review and consideration, your application must provide a complete and detailed description of your work experience. When a certain number of years of experience are specified as a job requirement, the *full-time equivalent* is required. For example, someone who has four years of half-time experience is considered to have two years of full-time equivalent experience. It is to your benefit to be as thorough as possible because this information will be used to determine if you are qualified for the position. Although you may attach a résumé, it is still **necessary** to complete the Employment History section of the employment application. Failure to do so will disqualify your application from further consideration. Writing the words "see résumé" or a similar phrase will not be accepted.
5. All applications will be screened for minimum qualifications. Applicants not meeting the minimum qualifications or submitting an incomplete application package will be excluded from further consideration. Applications that meet the minimum qualifications may be further screened by the Interview Committee for specific skills and experience. Those applications will be forwarded to the appropriate manager where the Interview Committee will again screen the applications using detailed criteria taken directly from the vacancy announcement.
6. Based on the required duties, the Interview Committee will select the top applicants for an oral interview. The selected applicants will be contacted and an interview will be scheduled. Interviewed applicants will be required to sign an Employment Information Release form authorizing RHF to verify references and educational degrees. Before making a formal job offer, a reference check will be conducted on the top candidate(s). Applicant(s) will be notified before the references are contacted those interviewed and not selected will be notified.
7. RHF is required by federal law to hire only persons authorized to work in the United States. To comply with the Immigration Reform and Control Act of 1986, *employees* must provide proof of identity and authorization to work. Do not include this confidential documentation in your application package. Any person with a disability requiring reasonable accommodation(s) during any phase of the recruitment process is encouraged to contact the Department of Human Resources in advance.
8. All application materials become the property of RHF and will not be returned to the applicant.
9. RHF is responsible for protecting sensitive recruitment data and maintains confidentiality of that data, as required by the Information Practices Act. All information collected through the recruitment process complies with the provisions of that act.

Red Hawk Financial, under the Indian Preference Act (Title 25, U.S. Code Sections 472 & 473), provides preference in filling vacancies to Native American applicants. In other than the preceding, NVIH provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, RHF prohibits discrimination on the basis of creed, sexual orientation, gender identity, marital status, or presence of a physical, mental, or sensory disability, in accordance with applicable state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**Red Hawk Financial**

An Equal Opportunity Employer

Submit this application to: Red Hawk Financial, 125 Mission Ranch Blvd, Chico, CA 95926

DATE \_\_\_\_\_

Red Hawk Financial (RHF), under the Indian Preference Act (Title 25, U.S. Code Sections 472 & 473), provides preference in filling vacancies to Native American applicants. In other than the preceding, RHF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal laws. In addition, RHF prohibits discrimination on the basis of creed, sexual orientation, gender identity, marital status, or presence of a physical, mental, or sensory disability, in accordance with applicable state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Section I – Instructions	Section II – Position
1. Type or print clearly. 2. Answer each question truthfully and completely. False statements may be cause for rejection of your application or termination from employment regardless of the time elapsed before discovery. 3. Sign and date the application as provided for on the reverse side. <b>No application will be accepted unless signed.</b>	Position Title You Are Applying For
	Department and/or Tribal enterprise

Section III – Personal History		
Name (last, first, middle initial) as it appears on your social security card	Social Security Number	Residence Phone
		Cell Phone
Current Street Address (street, city, state, zip code)		Email Address
		Tribal Affiliation* (if applicable)
Current Mailing Address (if different)		Roll Number* (if applicable)
<b>*MUST include documentation with application</b>		

Section IV – General Information
Type of employment desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary

If applying for Part-Time or Temporary work, please list the days and times you are available:

QUESTIONS	YES	NO
1. If hired, can you present evidence of United States citizenship or proof of your legal rights to live and work in the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you over the age of 18? <b>If not, can you furnish a work permit indicating the right to work?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
3. Can you perform the essential functions of the job, with or without accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever been employed by RHF? <b>If yes, please indicate dates of employment:</b>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have any friends or relatives employed by RHF? <b>If yes, please provide their name and relationship:</b>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you related to anyone on the Board of Directors? If yes, please provide their name and relationship:	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you hold a valid Motor Vehicle Driver's License? <input type="checkbox"/> California <input type="checkbox"/> Other    Number: _____    Class: _____	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever been discharged from any employment or forced to resign? <b>If yes, please explain:</b>	<input type="checkbox"/>	<input type="checkbox"/>

Section V – Education
<b>A. Secondary</b>
1. Highest grade completed:    2. Name of High School, Address, City and State    3. Diploma Earned? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. If you have a high school equivalent diploma (G.E.D.), state name and phone number of issuing agency.

<b>B. Post-Secondary</b>			
5. Name and location of colleges, universities, graduate school, or technical schools attended	Major	Graduate	Degree(s) Earned
		Yes    No	
		<input type="checkbox"/> <input type="checkbox"/>	
		<input type="checkbox"/> <input type="checkbox"/>	
		<input type="checkbox"/> <input type="checkbox"/>	

<b>C. Licenses and Certificates</b>
If you hold any professional licenses, vocational licenses, or certificates, please list and include license number(s) below.

**Section VI – Skills and Qualifications**

Keyboarding: \_\_\_\_\_ WPM

List Computer Programs:

Language(s) other than English (please indicate whether you speak, write, and/or read that language. May also include Sign Language).

***THE FOLLOWING SECTIONS MUST BE COMPLETED EVEN IF ATTACHING A RÉSUMÉ*****Section VII – Employment History**

Account for work experience during the last 10 years and describe specific duties that are relevant to the position for which you are applying. **To allow for accurate review and consideration, your application should provide a complete and detailed description of your work experience.** It is to your benefit to be as thorough as possible because this information will be used to determine if you are qualified for this position. You may attach an additional page if more space is required or refer to a résumé only for the duties description.

From (mo/yr)	To (mo/yr)	Job Title or Occupation: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Name of your direct supervisor
Employer's Name and Address			Supervisor's Phone Number
Description of Duties:			
Reason for Leaving:			

From (mo/yr)	To (mo/yr)	Job Title or Occupation: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Name of your direct supervisor
Employer's Name and Address			Supervisor's Phone Number
Description of Duties:			
Reason for Leaving:			

From (mo/yr)	To (mo/yr)	Job Title or Occupation: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Name of your direct supervisor
Employer's Name and Address			Supervisor's Phone Number
Description of Duties:			
Reason for Leaving:			

From (mo/yr)	To (mo/yr)	Job Title or Occupation: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Name of your direct supervisor
Employer's Name and Address			Supervisor's Phone Number
Description of Duties:			
Reason for Leaving:			

**Section VII – Employment History (continued)**

From (mo/yr)	To (mo/yr)	Job Title or Occupation: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Name of your direct supervisor
Employer's Name and Address			Supervisor's Phone Number
Description of Duties:			
Reason for Leaving:			

From (mo/yr)	To (mo/yr)	Job Title or Occupation: <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	Name of your direct supervisor
Employer's Name and Address			Supervisor's Phone Number
Description of Duties:			
Reason for Leaving:			

**Section VIII - References**

List three (3) persons not related to you who have knowledge of your work performance within the last three (3) years.

Name	Address	Phone Numbers	Years Known
	Street Address	Work	
	City                      State                      Zip	Cell	
	Street Address	Work	
	City                      State                      Zip	Cell	
	Street Address	Work	
	City                      State                      Zip	Cell	

**Section IX – Further Explanations**

Please include any other documentation which will present your qualifications to our interview committee. If you are selected to proceed with the interview process, we will notify you to arrange a mutually acceptable interview time. Your interest in employment at Red Hawk Financial is appreciated.

**Section X – Application Certification**

I HEREBY CERTIFY that all statements made in connection with this application and attachments are complete and true to the best of my knowledge. I understand that supplying false or misleading information is grounds for disqualification from further consideration for employment, or for termination if discovered at a later date. I authorize investigation of all statements contained herein. I further authorize the references and employers listed above or on any of the attached documents to give you any and all pertinent information concerning my previous employment, education, and licensure. I release all parties from liability for any damage that may result from furnishing the same to you.

Employment with Red Hawk Financial is voluntarily entered into. All RHF personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by RHF. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

**SIGNATURE** \_\_\_\_\_ **DATE OF APPLICATION** \_\_\_\_\_

# Release and Authorization

In connection with my application for employment (including contract for service) with

I understand that investigative inquiries may be obtained on myself by a consumer reporting agency, and that any such report will be used solely for employment-related purposes. I understand that the nature and scope of this investigation will include a number of sources including, but not limited to, consumer credit agencies, criminal convictions, motor vehicle reports, Bureau of Workers Compensation and other reports. These reports will include information as to my character, general reputation, personal characteristics, mode of living, and work habits. Information relating to my performance and experience, along with reasons for termination of past employment from previous employers, may also be obtained. Further, I understand that you will be requesting information from various Federal, State, County and other agencies that maintain records concerning my past activities relating to my driving, credit, criminal, civil, education, and other experiences.

I understand that if the Company hires me, it may request a consumer report or an investigative consumer report about me for employment-related purposes during the course of my employment. The scope of this investigation will be the same as the scope of a pre-employment investigation, and that the nature of such an investigation will be my continuing suitability for employment, or whether I possess the minimum qualifications necessary for promotion or transfer to another position. I understand that my consent will apply throughout my employment, unless I revoke or cancel my consent by sending a signed letter or statement to the Company at any time, stating that I revoke my consent and no longer allow the Company to obtain consumer or investigative consumer reports about me.

I understand that I am being given a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. Section 1681-1681u. If I am applying for employment in the State of California or if I am a resident of California at the time of applying for employment, a summary of the provisions of California Civil Code section 1786.22 is also being provided to me with this form. If I am applying for employment in the State of New York or if I am a resident of New York at the time of applying for employment, in compliance with Section 380-c of the New York General Business Law, I am being provided with a copy of NY Correction Law Article 23-a. This Disclosure and Authorization form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by the Company.

I authorize without reservation any party or agency contacted by this employer to furnish the above mentioned information. I hereby consent to your obtaining the above information from **ET All Inc. (and/or any of their licensed agents) located at 4382 E. La Palma Ave., Anaheim, CA 92807, (888) 269-6400, [www.etall.com](http://www.etall.com)**. I understand to aid in the proper identification of my file / records the following personal identifiers, as well as other information, is necessary.

Print Full Name \_\_\_\_\_

Last name as it appears on Driver's License \_\_\_\_\_

Other Last Names Used within the last 7yrs \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver License Number \_\_\_\_\_ State \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**California, Oklahoma or Minnesota Applicants:**

I would like to receive a copy of any report obtained on me by "the Company"  Yes  No



## ***Red Hawk Financial***

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and operated by the Mechoopda Indian Tribe of Chico Rancheria**

### **Criminal Background Check Authorization**

As a prospective employee of the Mechoopda Indian Tribe and Red Hawk Financial, I understand that it is policy to secure a Criminal Background Clearance and may require a Credit Report. By signing below, I authorize Mechoopda Indian Tribe and Red Hawk Financial to obtain copies of my Criminal Background Clearance as part of the pre-and post-employment screening process:

***Criminal Search, the Civil Search, and Federal District Court search to ensure the applicant is in compliance with the Consumer Financial Services Ordinance §§ 5.4(4), (11)-(14), (19)-(20).***

***Credit Report to assess the applicant's risk under the applicant is a risk under the Consumer Financial Services Ordinance §§ 5.4 (4), (10)-(14), (19)-(20).***

The applicant or employee will be provided with a duplicate copy of the clearance, upon written request.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Drug Screening  
Informed Consent and Release of Liability**

\_\_\_\_\_  
**Applicant's Name**

**Applicant's consent:** I hereby voluntarily agree to complete a pre-employment physical including a urine sample for the purpose of pre-employment drug screening. "I authorize the designated collector to obtain samples of my urine to be analyzed for the presence of controlled substances. I also understand and agree that the results of this test and the physical will be released to:

**Mechoopda Indian Tribe**

I do hereby release representatives of the Mechoopda Indian Tribe, Red Hawk Financial and Enloe Medical Center, their employees, agents, representatives and collectors from any and all liabilities arising from the release of, or use of the information derived from or contained in my test results.

My signature below acknowledges that I did read this **entire form**, understand and agree with all statements and conditions outlined in this informed consent release of liability.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**