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**Chico Rancheria Housing Corporation**  
Tribally Designated Housing Entity of the Mechoopda Indian Tribe

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**JOB DESCRIPTION**

JOB TITLE: <b>ADMINISTRATIVE ASSISTANT</b>	COMPENSATION TYPE/RANGE: Hourly -32-40hrs/week \$14.00 - \$20.00	FSLA: Non-exempt	REPORTS TO: Executive Director	SUPERVISES None	DATE ADOPTED BY BOARD OF DIRECTORS: 01/11/2019  REVISED DATE:
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**GENERAL DESCRIPTION:**

This is a flexible position designed to provide administrative and clerical support as well as a variety of other activities relating to the management of housing programs. The Administrative Assistant serves as an assistant to the Executive Director, and is subject to the delegation of responsibility pertaining to file management, procurement, record keeping, database management, application processing, and client monitoring.

**TYPICAL DUTIES:**

**Specific job goals, objectives, and tasks are established for each employee as part of an annual evaluation and work plan process. Examples of responsibilities and duties include but are not limited to the following:**

**ADMINISTRATIVE ASSISTANT DUTIES:**

- plans and conducts the publication, filing, indexing, certification, and safekeeping of all proceedings, resolutions, and legal actions of the Corporation involving tenants;
- types a broad range of letters, reports, memoranda, charts and forms;
- identifies, logs, and tracks the property of the Corporation;
- establishes and maintains office filing and tracking systems;
- logs, tracks, and monitors procurement of the Corporation;
- prepares and drafts to routine correspondence;
- completes and maintains databases;
- maintains and orders office supplies;
- assists in the preparation of agenda materials;
- processes incoming and outgoing mail;
- ensures routine maintenance and repair of office equipment and furnishings;
- tracks grievances and complaints
- addresses tenant complaints and reports to the Executive Director;
- maintains records associated with eligibility;
- documents client contact;
- maintains control for follow-up correspondence and action to be taken;
- run errands as assigned or required;
- performs related work as required or assigned by the Executive Director.

**TOOLS AND EQUIPMENT USED:**

Office computer systems, including word processing, spreadsheets, and data base software; scales; postage machine; phone; copy and fax machines.

**DESIRED QUALIFICATIONS**

*Knowledge of:* Sensitivity and culture of Tribal communities; Correct English usage, spelling, grammar and punctuation; Modern office practices and procedures including business correspondence; statistical record keeping methods.

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*Ability to:* Perform difficult, responsible, and confidential administrative/clerical work; understand and carry out oral and written instructions; operate standard office equipment including word processing; understand and work within a tribal government agency structure; establish and maintain effective public relations; use good judgment and make sound decisions in accordance with established procedures and policy; work cooperatively with appointed officials, staff, interagency staff, and the public.

*Experience:* Recommended two years of increasingly responsible clerical and secretarial experience involving frequent public contact.

*Education:* Associates Degree in administrative business or related field preferred; Education may be substituted for experience as follows: AA degree is equivalent to two years' experience.

*Additional Requirements:* Must submit to and obtain satisfactory clearance for the following: pre-employment physical, drug test; and criminal history. Driver's License required.

#### PHYSICAL DEMANDS

Work is performed in an indoor office setting; however, employee may also travel outside of the office in order to make daily bank deposits, run errands, attend meetings, or inspect housing properties. Office work requires incumbents to communicate with others orally, in person or over the telephone, to explain programs or projects; and to sit at a desk or computer for extended periods, with the ability to move at will. To produce written documents, incumbents make repetitive arm/hand movements using a keyboard and mouse. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Frequently, the employee is required to sit. It is crucial to the outcome of job tasks that the employee is able to: talk or hear; use hands to finger, handle, feel or operate objects; and reach with hands and arms. The employee is occasionally required to stand or walk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move objects of up to 50 pounds in weight. Vision requirements for this position include close vision, distant vision, peripheral vision, depth perception, and the ability to focus.

#### WORKING CONDITIONS

The employee performs job duties in a climate-controlled office under noise conditions that are usually quite to moderately noisy. While performing the duties of this job, the employee occasionally works in the outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

#### INDIAN PREFERENCE PROVISIONS IN HIRING

Preference in hiring is given to qualified American Indians in accordance with the Indian Self-Determination and Education Assistance Act (Title 24 U.S. Code, Section 472 and 473). Applicants claiming Indian preference must submit verification certified by Tribe of affiliation or other acceptable documentation of Indian Heritage.

#### TRIBAL PREFERENCE PROVISIONS IN HIRING

Members of the Mechoopda Indian Tribe are subject to preference in hiring over members of other tribes.

SUMMARY OF INDIAN AND TRIBAL PREFERENCE

In a case where one applicant is certified as a Tribal member and another applicant is not a Tribal member and both applicants possess equivalent qualifications, Indian preference shall apply.

In a case where one applicant is certified as a Mechoopda Indian Tribal member and another applicant is a Tribal member of another tribe and both applicants possess equivalent qualifications, Tribal preference shall apply.