



Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position Description

Title: Human Resources Administrative Assistant
Department: Human Resources
Reports To: Human Resources Director
Classification: Non-Exempt Full-time
Salary: \$16.00 - \$25.00 per hour

Job Summary:

The Administrative Assistant of Human Resources will perform administrative duties related to the operations of the human resource office.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Answers and directs departmental phone calls.
- Receives and distributes office mail.
- Schedules and organizes appointments; takes minutes during departmental meetings.
- Proofreads and types documents and correspondence produced by department.
- Maintains personnel files and other related documentation
- Processes required paperwork for employee transfers, changes in job classification, salary increases, and other related employment matters.
- May assist with preparation of human resource reports such as attendance, new hire, and turnover reports.
- Prepares purchase orders for human resource office.
- Performs other related duties as assigned.

Licenses:

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier.

Required Skills/Abilities:

- Excellent organizational skills and attention to detail.

- Extensive knowledge of office management systems and procedures.
- Ability to operate general office equipment.
- Excellent written and verbal communication skills.
- Ability to type 45 words a minute.
- Proficient in Microsoft Office Suite or similar software.
- Ability to maintain confidential information.
- Ability to handle sensitive information and interactions.
- Must pass a drug screen and background check.

Education and Experience:

- High school diploma or equivalent required.
- Administrative training required.
- Two years of administrative assistant experience preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Note: This position requires awareness and deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

Indian Preference: Preference will be given to qualified Native Americans under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other related duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.