

## Pit River Tribal Office

36970 Park Ave  
Burney, CA 96013

[www.pitrivertribe.gov](http://www.pitrivertribe.gov)



## Human Resources Dept.

Toll Free: 1-877-279-9097  
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Fax: 1(530)335-6340

[Ajumawi](#) • [Aporige](#) • [Astariwi](#) • [Atsugewi](#) • [Atwamsini](#) • [Hammawi](#) • [Hewisedawi](#) • [Illmawi](#) • [Itsatawi](#) • [Kosealekte](#) • [Madesi](#)

### Position Description

**Title:** TERO Technician  
**Department:** TERO  
**Reports To:** TERO Director  
**Classification:** Non-Exempt/Part-time  
**Pay:** \$20.00 - \$25.00 Hourly DOE

#### Job Summary:

We are seeking a dedicated and detail-oriented individual to join our team as a TERO (Tribal Employment Rights Office) Technician. The TERO Technician will provide administrative support to ensure the efficient operation of the TERO office, which is responsible for enforcing employment rights ordinances within the tribal community. The ideal candidate will be organized, adaptable, and possess strong communication skills.

#### Essential Duties and Responsibilities:

1. Assist in the day-to-day operations of the TERO office, including answering phones, responding to emails, and managing correspondence.
2. Maintain accurate records and databases related to TERO activities, including employment statistics, compliance reports, and enforcement actions.
3. Coordinate meetings, appointments, and events for the TERO department, including scheduling, preparing agendas, and arranging logistics.
4. Assist with outreach efforts to tribal members, employers, and community organizations to promote TERO services and employment opportunities.
5. Provide support for TERO compliance activities, including monitoring contractor and employer compliance with tribal employment ordinances.
6. Assist with the development and implementation of TERO training programs for tribal members and employers on employment rights and regulations.
7. Prepare and distribute informational materials, newsletters, and reports on TERO activities and initiatives.
8. Collaborate with other tribal departments, agencies, and external partners to support TERO objectives and initiatives.
9. Perform other administrative tasks and duties as assigned by the TERO Director or Supervisor.

#### Licenses:

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

## **Education and Experience:**

1. High school diploma or equivalent; associate or bachelor's degree preferred.
2. Previous experience in administrative support or office management role preferred.
3. Knowledge of tribal employment rights ordinances and regulations preferred.
4. Strong organizational and time management skills with the ability to prioritize tasks effectively.
5. Excellent communication skills, both written and verbal, with the ability to interact professionally with diverse stakeholders.
6. Proficiency in Microsoft Office suite (Word, Excel, Outlook, PowerPoint) and other office software applications.
7. Ability to maintain confidentiality and handle sensitive information with discretion.
8. Willingness to work collaboratively as part of a team and independently with minimal supervision.
9. Commitment to the mission and values of the tribal community.

## **Working Conditions:**

Work is performed in a small office with limited storage, filing and work space. Frequent interruptions may occur from staff and community members.

## **Working Environment:**

The environment involves the usual risks and stress of an office environment.

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 American's 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.

## **Contact:**

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