



## **JOB DESCRIPTION**

**POSITION: ADMINISTRATIVE ASSISTANT**

**SUPERVISOR: DEPUTY DIRECTOR**

**SALARY RANGE: \$49,961-\$56,534 ANNUALLY**

**NATURE OF WORK:** The Administrative Assistant is responsible for providing administrative and financial support for the Health Department and departmental programs. Provides basic administrative, clerical and program support including; procurement, payroll processing, file management, event support, communication coordination and similar

**BENEFITS:** Generous benefit package including: 40 or more days of paid leave/holidays; employer paid medical, dental, vision, life, long-term disability and ADD insurance; employer matched pension plan; and employer paid Employee Assistance Program. Departmental perks include a wellness program, paid training, coffee and free parking. Flexible schedule that potentially includes working remotely

### **REPRESENTATIVE JOB DUTIES**

1. Providing administrative support such as scheduling meetings, formulating documents/forms, meeting set-up and coordination, notetaking, monitoring and maintaining supply inventories, processing payroll and similar.
2. Coordinating staff travel including flights, lodging, rental vehicles, advanced per diem and similar.
3. Providing administrative support for departmental programs as requested by Supervisor.
4. Providing administrative support for the Health Director and Deputy Director.
5. Monitoring incoming and outgoing mail, picking up mail and packages from the post office as required, preparing and arranging shipment for courier services such as FedEx and UPS, pick-up, sorting and delivering mail from the mailbox daily and similar.
6. Formulating and submitting low-level Purchase Requisitions as requested to ensure that they are completed and coded properly and processed through Accounting promptly
7. Maintaining the departmental procurement log as well as associated digital and hard copy documentation.
8. Reviewing and processing invoices from vendors and contracted service providers, ensuring that services and charges/fees are in alignment with purchase requisition and/or goods and services contract, requesting revisions if necessary, processing for payment and following-up on missing payments.

9. Requesting and managing insurance certifications, claims, audits etc
10. Maintaining administrative digital and hard copy files.
11. Cross training and filling in for Community Health Representatives, Clinical Front Desk and similar when needed due to workload and/or absences.
12. Assis with departmental event and training activities as requested by Supervisor.
13. And other duties as requested by the Health Director and/or Deputy Director.

## **QUALIFICATIONS**

1. High school diploma or GED (required); Associates degree (preferred);or a combination of education and experience determined by the Health Director.
2. Bookkeeping/accounting experience (preferred).
3. Experience working in an office setting (required).
4. Experience processing invoices for payment (required).
5. Minimum of two years of administrative support experience (preferred).
6. Basic Microsoft WORD and Excel skills (preferred).
7. Ability to maintain strict confidentiality (required)
8. Ability to operate office machines such as scanners, faxes and copiers (required).
9. Proficient computer and keyboard skills (required).
10. Experience formulating letters, memos, meeting minutes, agendas and similar (preferred).
11. Experience assisting with and/or coordinating event or training activities (preferred).
12. Ability to provide assistance in a professional, culturally appropriate and compassionate manner (required).
13. Attention to detail (required).
14. Well organized (required).
15. Ability to multi-task while meeting competing deadlines (required).
16. Ability to effectively communicate both in writing and orally in a professional (required).
17. Complete and pass a basic skills test (required).
18. Approved results of a pre-employment drug screen and fingerprint background check (required).
19. Valid Washington State driver's license and proof of automobile insurance (required).

**BEHAVIOR STANDARDS:** Be respectful, courteous, and friendly to patients, other tribal employees, and tribal leaders. Be a team player that helps the organization meet its objectives, while serving as an example of leadership for others to follow. Take initiative to meet work objectives. Communicate effectively with patients, their families, customers and other tribal employees. Positively represent the Tribe, maintaining the trust that Skokomish community members place in the Wellness Center providers and staff. Demonstrate honest and ethical behavior.

**CONFIDENTIALITY:** The contracted employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position may require pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

### APPLICATION INSTRUCTIONS

**To apply complete a Skokomish Job Application available on the website at:**

<https://skokomish.org/employmentrfps/>

**Once completed submit via email to:**

[wplant@skokomish.org](mailto:wplant@skokomish.org)

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

### JOB DESCRIPTION APPROVAL:

CEO: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_