



# Cow Creek Government Office

## Position Description

**Position Title:** Administrative Assistant

**Department:** Natural Resources

**Reports To:** NR Director Admin. Assistant

**FLSA Designation:** Non-Exempt

### POSITION PURPOSE:

Under the direct supervision of the Natural Resources Director, the Administrative Assistant provides office administration services, secretarial, and project support for all of the various Natural Resource Programs and staff.

### ESSENTIAL FUNCTIONS:

- Organize and schedule meetings and appointments upon request
- Maintain contact lists
- Produce and distribute correspondence memos, letters, emails, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing and records management system
- Book travel arrangements as needed
- Submit and reconcile expense reports and process payments
- Provide general support to visitors
- Take dictation/meeting minutes as needed
- Prepare and monitor invoices
- Assist in grant reporting requirements
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Receive, sort and distribute the mail daily for the NR Department
- Review and authorize permits for special forest products, hunting, fishing, and gathering, and/or recreational passes
- Answer and direct phone calls/monitor and relay information from radio base station "dispatch "as needed
- Other duties as assigned

### QUALIFICATIONS:

- Proven admin or assistant experience (2+ years)
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- High school diploma or equivalent; college degree preferred
- Ability to type 60+ wpm.
- Strong filing and organizational/prioritization skills

- Excellent written and oral communication skills
- Additional knowledge and skills related to database development a plus
- Experience in grant writing
- Financial management experience
- Ability to adjust to quickly changing duties and assignments
- Ability to work with others as a team player
- Current and valid Oregon driver's license in good standing is required with no insurability issues as determined by the Tribe's insurance carrier