



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

*Enrolled Member of the Tule River Indian Tribe*

**Opening Date: 10/18/2024**

**Closing Date: 10/31/2024**

**Position Title:** Administrative Assistant

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**Department:** Land Management

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**Work Schedule:** Monday-Friday 8:00AM- 5:00PM

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**Wage Rate:** Pay Range 35: \$18.52- \$23.71/HR/ Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Proof of Typing Certificate
- Associate's Degree (if applicable)
- If claiming Tribal Preference, please provide proof of Tribal Identification
- If claiming Veteran's Preference, please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit To:**

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: [Teresa.Ceballos@tulerivertribe-nsn.gov](mailto:Teresa.Ceballos@tulerivertribe-nsn.gov)

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

## JOB DESCRIPTION

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<b>POSITION TITLE:</b> Land Management Administrative Assistant	<b>WORKSITE:</b> Tule River Land Management Department 340 N. Reservation Rd. Porterville, CA 93257
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## POSITION DESCRIPTION

Under the supervision of the Land Management Director, the administrative assistant is responsible for processing applications for land assignments, verifying applications to meet the requirements of the land application process, and interviewing applicants who choose to complete a Land Assignment application. The administrative assistant is also responsible for scheduling appointments, answering phones, processing reports, and maintaining a data system.

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## DUTIES AND RESPONSIBILITIES:

1. Assist applicants in the land application process;
2. Verify application data;
3. Provide notices of selection or rejection to applicants for land applications and housing programs;
4. Maintain application files and waiting lists;
5. Conducts annual file audit to ensure compliance with housing application;
6. Explain documents to applicants and participants;
7. Explain monthly payment determinations to Home Buyer participants funded by the Tribe;
8. Processes reported changes on the housing data system;
9. Routes incoming department mail. Locates and attaches appropriate file to correspondence to be answered by Land Management Director.
10. Takes dictation in shorthand or by machine and transcribes notes on computer or transcribes from voice recordings.
11. Composes and types routine correspondence.
12. Organizes and maintains file system, and files correspondence and other records.
13. Answers and screens telephone calls, and arranges conference calls.
14. Conducts research, compiles, and types statistical reports.
15. Arranges and coordinates travel schedules and reservations.
16. Coordinates and attends meetings; reserves and prepares facilities; and records minutes of meetings.
17. Makes copies of correspondences or other printed materials.
18. Prepares outgoing mail and correspondences, including e-mail and faxes.

Approved by TRTC: 09/29/2023

19. Orders and maintains supplies and arranges for equipment maintenance.
  20. Prepares billing documents.
  21. All other duties assigned.
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### QUALIFICATIONS:

1. High School diploma or G.E.D., associate's degree in a business-related field, preferred.
2. Three years of administrative experience, working in an office setting.
3. Experience with drafting/writing communications to various stakeholders.
4. Working knowledge project management, office methods, and procedures including establishing and maintaining comprehensive record keeping systems.
5. Excellent oral and written communication skills.
6. Strong organizational skills and able to work independently with little supervision.
7. Must be able to type 40 words/ minute.
8. Reviews/recertification as necessary, performs housing inspections monthly, quarterly, semiannually, or as needed.
9. Helps to arrange workshops and lectures.
10. Files insurance claims, contacts insurance companies and keeps track of insurance qualified reports.
11. Proficient in Microsoft Office: Excel, Word, Publisher, Outlook, and Power Point.
12. Possession of Valid California Driver License and ability to be insured through the Tribe, preferred.
13. Must successfully complete a pre-employment drug and alcohol screen and background check.
14. Able to work effectively with Native American community/Tribal Government.
15. Must be able to represent the employer in a professional and respectful manner.
16. Excellent customer service skills.
17. Must be proficient in basic business math (addition, subtraction, multiplication, division and calculation of fractions and percentages).

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### ESSENTIAL JOB FUNCTIONS

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

1. Communicates regularly with the Land Management Director of the program operations, goals, progress toward goals, and problem areas;
2. Establish and maintain effective working relationships with applicants and participants.
3. Perform other related duties as needed and/or assigned.

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**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of the general operations and procedures of the Land Management Department.
  2. Knowledge of the purposes, policies and procedures, the Tribal Land Assignment Ordinance of the Tule River Indian Tribes constitution and bylaws. Code of Federal Regulations.
  3. Knowledge of the objectives, programs, and organizational structure of The Land Management Department.
  4. Knowledge of the local, state, tribal, and federal laws governing Indian lands, leasing of property:
  5. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
  6. Knowledge of basic office equipment, computers, fax machine, copy machine, etc. Strong working knowledge in computer database entry, internet, and email.
  7. Ability to read and comprehend documents pertaining to Tribal policy & procedures, rules & regulations and operating instructions.
  8. Ability to write reports utilizing department reporting software programs.
  9. Ability to take directions and follow orders.
  10. Ability to attend job related training.
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**This position reports to:** Land Assignment Compliance Officer

**This position supervises:** None

**Salary Range:** Pay Range: 35: \$18.52-\$23.71/ Hr.  
Paid Bi-Weekly/ Overtime Eligible

**Benefits:** Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K.

**Hours:** Monday – Friday 8:00AM – 5:00PM  
40 hours per week/Full-Time  
(Hours may vary depending on department needs)

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**