



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

	Administrative		
POSITION TITLE:	<u>Assistant II</u>	OPENING DATE:	<u>January 15, 2025</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>January 24, 2025</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Water</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Dir. of Water Ops.</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

Under the direct supervision of the Director of Water Operations this position provides administrative support for the Director, Water Board, and department team members. Performs a variety of routine to difficult administrative, office support and records management functions; creates and maintains specialized reports, records, and files; types and edits documents ranging from general correspondence to technical reports, water production calculations, water use calculations, and spreadsheets; maintains databases; and interacts with internal and external customers. In addition, the Administrative Assistant II performs duties such as developing Water Board meeting agenda, taking Water Board meeting minutes, timesheet collection and review, grant management, and works closely with the Purchasing Department for the ordering of supplies and parts as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Creates, types, formats, edits, revises, proofreads, tracks, and prints a variety of narrative, statistical, and technical documents, reports, correspondence, memoranda, requests for proposals, specifications, manuals, statistical charts, and other documents and materials ranging from routine to complex.
- Provides administrative support for the Director or Water Operations and department staff.
- Obtains data from multiple sources; extracts data elements required; updates and maintains specialized logs and databases.
- Enters, verifies, and processes time card information for Department staff; resolves timecard/work order discrepancies.
- Monitors and maintains inventories of supplies and materials; types purchase requisitions and check requests; purchases supplies and materials.
- Prepares, edits, and formats weekly and monthly reports, tables, and computations; establishes, maintains, and tracks pending projects in database.
- Prepares travel and training requests; confirms travel arrangements for conferences and business trips; compiles expense reports and prepares post travel memoranda.
- Working directly with the Legal department, compiles, prepares and processes standard agreements, and related documents; updates relevant databases/programs.
- Performs receptionist duties, maintains a high level of customer service quality while assisting customers in person and by telephone; conducts research, responds to requests for information and complaints from all internal/external customers and the public and refers requests or complaints to appropriate staff.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Organizes and maintains technical and operating manuals i.e. SOP's and MSDS. Updates as required or needed.
- Assists Director in preparation of annual budget, tracks expenditures against budget; identifies, researches, and resolves discrepancies.
- Maintains Calendar for Water Operator Duty assignments and distributes to Pechanga Tribal Departments and all PDC/PRC entities.
- Assists in maintaining water quality sample documentation, assist in the preparation of annual reports to the primacy agency, and maintaining historical files

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent
- Candidate must have a minimum of 3-8 years of related experience in an office environment, or an equivalent combination of training and experience. Experience in a government or public utility setting is highly desirable.
- Proficiency required with Microsoft Office with a focus on Word, Excel, PowerPoint and Outlook.
- Experience in creating/maintaining file records in a database system; organize and maintain office and specialized files and prepare clear, accurate and concise records and reports.
- Must have the ability to follow written and oral work instruction and be able to work independently with a minimum of direction.
- Ability to maintain strict office confidentiality.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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