



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:	Assistant II	OPENING DATE:	August 13, 2025
CLASSIFICATION:	Full-Time	FILING DEADLINE:	August 22, 2025
STATUS:	Non-Exempt	DEPARTMENT:	Environmental
RATE OF PAY:	DOE	SUPERVISOR:	Dir. of Environmental

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

Under the direct supervision of the Director of Environmental, the Administrative Assistant II provides comprehensive administrative support by compiling, reviewing, and maintaining various fiscal and program records, and written materials and reports. Utilizing a range of procedures along with strong organization, computer and technical program skills, this role will support financial tracking for grants, grant work plans, and manages reporting for the General Assistance Program, Clean Air Act, Clean Water Act and other funding programs for the Environmental Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support Environmental Director and department staff by providing information, services and administrative assistance to ensure effective and efficient operations across multiple program areas for the Environmental department.
- Compile, verify, and summarize data for use in fiscal tracking, administrative reporting, grant management, and funding sources.
- Maintain and update specialized databases, mailing lists, department manuals and electronic records to support ongoing needs.
- Answer and route phone calls while providing excellent customer service to internal and external individuals.
- Conduct research on a variety of topics and prepare clear, concise summaries to support departmental initiatives.
- Operate general office equipment and perform clerical tasks such as, typing, data entry, basic math and related functions.
- Design, prepare, proofread, edit and distribute a wide range of documents including: correspondence, statements, requisitions, reports, spreadsheets, letters, templates, databases and other documents tailored for various internal and external audiences.
- Maintain the confidentiality of private information according to law, rules, policies and procedures.
- Prioritize and organize daily responsibilities independently to meet deadlines and department goals.

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.

- Maintain organized records and filing systems, including physical documents, electronic files, and archived materials.
- Monitor and maintain inventory of program supplies and materials; submit purchase requisitions for office supplies and materials.
- Assist with travel coordination, including preparing travel and training requests; confirming travel arrangements for conferences and business trips and compiling post travel documentation and expense reports for the Director.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent **required**.
- Candidate **must** have a minimum of 3-5 years of experience in an office environment with one (1) year grants management experience or an equivalent combination of training and experience.
- Experience working with the public, good interpersonal skills, and excellent customer service skills.
- Strong proficiency **required** in Microsoft Office with a focus on Word, Excel, and Outlook required.
- Experience in creating/maintaining file records in a database system and organizing and maintaining office files.
- Must successfully pass a pre-employment background investigation.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment and random testing.

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

Apply Directly: <https://pechangatribalgovernment.bamboohr.com/careers/63?source=aWQ9MzI%3D>

Send application and resume to: Email: HR@PECHANGA-NSN.GOV Fax: 951-587-2209

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