



## PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

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

Tribal Chairman:  
Mark Macarro

Council Members:  
Raymond J. Basquez Jr.  
Louise Burke  
Catalina R. Chacon  
Marc Luker  
Joseph Murphy  
Michael A. Vasquez

Tribal Secretary:  
Nichole Vasquez-Sutter

Tribal Treasurer:  
Amy Minniear

### JOB DESCRIPTION

**POSITION:** Administrative Assistant II  
**STATUS:** Non-Exempt  
**CLASSIFICATION:** Full-Time  
**DEPARTMENT:** Environmental  
**SUPERVISOR:** Director of Environmental  
**POSITION CATEGORY:** B  
**RATE OF PAY:** DOE

### 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.

**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 the confidentiality of private information according to law, rules, policies and procedures.
- Prioritize and organize daily responsibilities independently to meet deadlines and department goals
- 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.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

#### **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.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Use good human relations skills to interact with others (common courtesy, tact, interest in positive problem solving, empathy, flexibility, and logical organization of ideas).
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures, terminology and technology
- Knowledge of computer software programs including but not limited to Adobe, Microsoft Excel, Word, Outlook and PowerPoint

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- Knowledge of record keeping systems sufficient to maintain administrative and fiscal data and to prepare reports
- Preferred knowledge of environmental programs
- Preferred knowledge of grant processes and reporting requirements
- Ability to conduct oneself in a culturally sensitive manner
- Must possess good oral and written communication skills
- Must possess a professional demeanor and work ethic
- Must be able to manage multiple projects and properly prioritize workload and be adaptable to solve problems
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Must be able to work independently and exercise good judgement, work well as a team and collaborate in a group working together on projects

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. They must be able to speak the English language, speak clearly so listeners can understand and understand the speech of another person. The employee is occasionally required to use hands to finger, handle, feel or grasp objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds and occasionally stand on step ladders.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is required to be able to see the differences between colors, shades and brightness and be able to see details that are less than a few feet away.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet while in the office and moderately noisy during events, General Membership meetings and when outdoors.

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***Employee's acknowledgement:*** I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee

\_\_\_\_\_  
Signature of Employee's Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of employee's manager

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