



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Executive Assistant</u>	OPENING DATE:	<u>September 10, 2025</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>September 19, 2025</u>
STATUS:	<u>Exempt</u>	DEPARTMENT:	<u>Off. of Tribal Treasurer</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Tribal Treasurer</u>

HIRING PREFERENCE POSITION CATEGORY:	<u>B</u>
--------------------------------------	----------

SUMMARY:

The Executive Administrative Assistant provides administrative and executive level support to the Tribal Treasurer, Office of the Tribal Treasurer staff and executive staff. Duties include, but are not limited to: coordination of executive calendar, travel arrangements, meetings, conferences, events and teleconferencing; filing (paper and electronic), data entry, preparation of correspondence, documents and reports, to include drafting, editing and proofreading documents; uses independent judgement to provide excellent customer service and responses to tribal members and visitors, which includes answering phones, greeting visitors, and scheduling appointments; and performs a wide variety of other routine clerical and administrative tasks as assigned. The Executive Administrative Assistant works under general supervision of the Tribal Treasurer with considerable latitude for initiative, independent judgment, and problem solving.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides executive level administrative support for the Tribal Treasurer, Alternate Treasurer, Tribal Treasurer staff, and executive staff.
- Coordinates, schedules, and assists with the planning of appointments, meetings, conferences, events, teleconferencing, and virtual meetings.
- Organizes, maintains, and communicates an up-to-date timeline for recurring Tribal Treasurer operations.
- Provides assistance and collaboration with the Tribal Treasurer and departmental staff for the planning, preparation, and execution of financial courses, training, workshops, and events.
- Coordinates travel and lodging arrangements: anticipating travel details, related needs, time zone issues, and organizes accordingly.
- Assists the Tribal Treasurer in providing service to the tribal members, employees and visitors by answering the phone, responding to inquiries and greeting guests and visitors.
- Exercise discretion, professionalism, and confidentiality when relating to sensitive internal and external matters.
- Prepares, proofreads, edits, corrects and distributes: correspondence, statements, requisitions, spreadsheets, templates, databases, basic financial statements and other documents for a variety of readers.
- Arranges teleconferences and conference calls.

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.

- Handles special projects and conducts Internet research or other internal research, as requested.
- Create and maintain various distribution lists.
- Effectively coordinate and execute tribal member and department head financial classes.
- Manages, copies, distributes and files all Treasurer reports, statements, mail, policies and other documents accordingly.
- Prioritizes and responds to emails, faxes and other correspondence.
- Creates and maintains filing systems and the filing of documents in corresponding locations, including creating and utilizing electronic filing systems; recording and archiving outdated department files.
- Plans, coordinates, and manages, special projects through completion.
- Creates, maintains and updates workbooks, binders, and folders for a variety of subjects.
- Manages, obtains approval, and organizes all requisition and invoice documentation related to the Office of the Tribal Treasurer expenditures.
- Reconciles monthly expense reports.
- Maintains supply inventory and coordinates purchases.
- Operates and monitors office equipment and schedules repairs and maintenance services.
- Works independently with minimum direction and must use independent judgement to make decisions.
- Must be able to work extended hours on short notice, including the possibility to work at least one Sunday a month.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- A minimum of 4-6 years of related experience in an administrative support position **required**.
- Minimum of 2 years executive support experience **required**.
- Experience in supporting executive(s) in a medium-size governmental office, or other comparable executive office, preferred.
- An AA degree or a combination of education and related work experience **required**.
- Advanced computer skills, including proficiency with Microsoft Office to include Word, Excel, Outlook **required**, with PowerPoint, Publisher and Adobe applications proficiency preferred.
- Typing of 55 wpm (with no more than 10 errors) required; 65 wpm preferred.
- Experience maintaining strict confidentiality, to include handling confidential and/or sensitive information preferred.
- Excellent writing and communication skills with strong proofreading and accurate grammar.
- Exceptional and outstanding organizational skills, detail oriented, with strong multitasking and prioritization skills.
- Excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change with little notice.
- Ability and flexibility to work extended hours even on short notice, to include answering emails outside of normal business hours and the possibility to work at least one Sunday a month during General Membership meetings.
- Must possess and maintain a professional demeanor at all times.
- Must be willing to sign a confidentiality agreement.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing and random drug testing.
- Must successfully pass a pre-employment background investigation.

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.

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

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.