



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: Executive Administrative Assistant
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Office of the Tribal Treasurer
REPORTS TO: Tribal Treasurer
POSITION CATEGORY: B
RATE OF PAY: DOE

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 judgment 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 RESONSIBILITIES:

- 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.
- 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:

- 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.

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- 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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to work independently with a minimum of direction.
- Must be able to manage multiple projects and properly prioritize workload and adaptable to solve problems.
- Must be able to work effectively and efficiently in fast-paced environment.
- Knowledge of office administration practices, procedures, customer service techniques, and methods.
- Must have excellent interpersonal skills, tact, patience, flexibility, and ability to deal with change and maintain a professional demeanor at all times.
- Ability to follow written and verbal work instruction and to work independently with a minimum of direction.
- Ability to exercise discretion and professionalism when relating to sensitive internal and external matters.
- Ability to effectively communicate, verbally and in writing; correct English usage, including spelling, grammar and punctuation.
- Ability to operate a computer using word processing, spreadsheet, and database software.
- Ability to easily build rapport with others.
- Must have the ability to maintain strict office confidentiality.

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.

This is largely a sedentary role that includes sitting for extended periods of time; however, document filing and managing inventory is required. This would require the ability to lift files, open filing cabinets and bend, stoop or stand as necessary. This role is required to meet with other department personnel in other departments within the Government Center.

The employee must occasionally lift and/or move up to 30 pounds and occasionally stand on step ladders. Specific vision abilities required by this job include close vision, distance vision and peripheral vision, depth perception and the ability to adjust focus.

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

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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 and when outdoors.

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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