

**Position Title:** Cultural Resources Administrative Assistant

**Status:** Non-Exempt

**Department:** Preservation

**Reports To:** Cultural Resources Manager

**General Position Description:**

Under the direction of the Cultural Resources Manager, the incumbent is responsible for assisting with all administrative needs. The position requires the use of independent judgment to successfully maintain and implement Tribal initiatives and department goals.

The Cultural Resources Administrative Assistant is a team member who prepares, files, reviews and processes purchase and travel requests and environmental clearance documents and consultation correspondence in compliance with all applicable Tribal, local, State and Federal laws, regulations and policies.

**Duties & Responsibilities:**

- Responsible for office mailings:
  - Proofread, print and prepare consultation mailings for signature.
  - Digitize, log and send signed consultation mailings.
  - Digitize, log and file incoming office correspondence.
- Responsible for the following administrative duties:
  - Make appropriate travel arrangement for conferences and workshops.
  - Schedule and arrange meetings.
  - Assist with preparation for bi-monthly Tribal Preservation Committee meetings.
- Responsible for preparing and submitting purchase orders, accounting, per diem, travel and other internal office forms as needed.
- Responsible for maintaining an office Access and Endnote reference library.
- Responsible for organizing events, including preparing programs and agendas, coordinating with other office staff, planning meals and decorations, preparing name-tags, scheduling presenters and logging attendance.

- Maintain hardcopy and digital logs related to office and field activities (field visits, meetings, travel, purchasing, meeting minutes etc.)
- More specific duties as necessary.

**KASOC's-Knowledge, Abilities, Skills, & Other Competencies:**

- Must have writing skills, administrative skills, experience processing materials, organizational skills.
- Analytical skills and abilities; problem-solving skills
- Supply management, inventory control.
- Excellent verbal and written communication.
- Knowledge of and experience with using multiple computer programs (including, but not limited to, Microsoft Word, Excel, Access, Adobe Photoshop and Acrobat, Endnote).
- Ability to inventory, process and catalog archives including resources management records
- Operate standard office machines and equipment such as a computer, copier, scanner, etc.
- Create and maintain effective professional relationships with other employees and members of the public, in the course of performing the duties of the job.
- Perform other duties, as assigned.

**Minimum Qualifications:**

Educational:

- High School Diploma. College education is preferred.
- **OR** have completed training workshops, and courses through professional organizations

Experience:

- At least Five (5) years of full-time experience at a level that is close or similar to the work of this job.
- The experience includes activities such as assisting with clerical, administrative, coordination, travel and training arrangements, archival processing, preservation activities, and/or special historical materials.

**Preferred or Desirable Qualifications:**

- Ability to inventory, process and catalog incoming correspondence including mail, reports, and resources management records.

**Special Requirements:**

Must adhere to STRICT CONFIDENTIALITY in reference to all UAIC information in trust and confidence and shall not disclose any confidential information to any third party without the written consent of the Tribal Administrator.

Please email all resumes to [resume@auburnrancheria.com](mailto:resume@auburnrancheria.com) or fax resumes to: (530) 878-5445.

**Must type *Administrative Assistant in* subject line to be considered.**