



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

49002 Golsh Road Valley Center, California 92082

Phone: (760) 751-4142

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**POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT**

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in an Administrative Assistant (AA) position. Under the supervision of the Director of Administration and Human Resources (DAHR) and working in coordination with the Grant Program Manager, this position is responsible for administrative, secretarial, and clerical tasks of high responsibility. Work involves displaying initiative, good judgment, professionalism, follow-through, the ability to multi-task and readily adapt to fast-changing priorities. Work is often of a sensitive and confidential nature. The AA must observe high standards of conduct, and work requires independent judgement.

Duties

Duties may include, but are not limited to:

- Greets/screens telephone calls and visitors; provides information, resolves issues, directs caller/visitor to proper personnel or agency, or takes messages.
- Manage multiple calendars using Microsoft Outlook
- Performs routine clerical tasks such as reviewing, distributing, and responding to incoming mail; performing data entry, ordering office supplies, maintaining files/records, faxing and photocopying.
- Ensuring reception area is clean and stocked with necessary materials
- Receiving documents/intake from clients and filing
- Taking meeting minutes
- Preparing case files for review
- Coordination with program staff/court clerks on program intake and referrals
- Contact required service provider for any building/office repairs needed, including office equipment, window, telephone, etc. Includes scheduling preventative maintenance tasks and reacting to maintenance emergencies.
- Ensure an optimal working environment in the Court, by performing regular building safety and security inspections, maintaining Court's equipment and supervising cleaning crews and maintenance workers.
- Documenting processes and keeping maintenance records.
- Property maintenance of building and grounds (security, trash, exterminator, etc.)
- Inventory all assets (equipment, keys, supplies, etc.) of the Court by using a well-organized tracking system.
- Coordinate office/workstation setups and office/workstation moves.
- Maintain and replenish kitchen and restroom supplies on a monthly basis.
- Maintain and replenish office supplies on a monthly basis.

- Assist DAHR with payroll processing as requested.
- Assist DAHR with staff meeting development and setup.
- Assist DAHR with making travel arrangement, flights, lodging, transportation and per diem for all staff.
- Providing additional assistance to Chief Judge, Lead Court Clerk, and Director of Administration and Human Resources as related to program
- Performing other duties as assigned

Skills and Qualifications

- Proven work experience as an administrative assistant, secretary, receptionist, or similar role
- Skill in operating a personal computer, printer, fax machine, and other office equipment
- Professional attitude and appearance
- Proficient in Microsoft Office, Zoom, and Adobe
- Solid written and verbal communication skills
- Excellent organizational skills
- Self-direction and independent decision-making skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Interpersonal communication skills
- Possess an Associate's degree (A.A.) in a related field, or High school diploma/GED, and five years of secretarial experience, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Benefits

- Vacation Leave with pay (on accrual basis)
- Sick Leave with pay (on accrual basis)
- Holiday with pay
- 90% employer covered Medical, 100% Dental and Vision offered through group plans
- 401(k) contributions with 6% company match after 1 year of employment

Additional Information

- Compensation: \$22.00-\$25.00 per hour, depending on verified qualifications
- Hours: 40 hours per week (Monday through Friday 8:00 a.m. to 4:30 p.m.)
- Probationary period is 90 days from date of hire
- ICSC is located on the Rincon Indian Reservation in Valley Center, CA
- Indian preference: Native American preference will apply.
- Applicant must comply with the ICSC Covid-19 Vaccination Policy
- This is a grant-funded position and subject to availability of funds.

To apply, submit the required documents below to Maria Maciel at mmaciel@intertribalcourt.org:

Required Documents

- Your resume must support the experience described in this announcement
- If claiming Indian Preference, submit a Certificate of Indian Blood or lineage verification from your Tribe.
- Unofficial College Transcripts showing your degree awarded, and date conferred.
- Copies of any certifications listed on your resume.
- Cover Letter to resume: Cover letter providing your intent for employment and brief narrative of your qualifications or strengths for the position.
- Copy of State Driver's License

Only complete applications will be considered.