



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

49002 Golsh Road Valley Center, California 92082

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**POSITION ANNOUNCEMENT
ADMINISTRATIVE ASSISTANT**

Summary

The Intertribal Court of Southern California (ICSC) is seeking a qualified Administrative Assistant (AA). Reporting to the Director of Administration and Human Resources (DAHR), the AA provides administrative, clerical, and secretarial support of a confidential nature.

The DAHR oversees all administrative, facilities, and operational functions, while the Lead Court Clerk oversees all court-related and case-processing duties; the AA provides support as assigned.

This position requires professionalism, sound judgment, adaptability, and the ability to manage multiple priorities in a fast-paced environment.

Duties

Duties may include, but are not limited to:

Court & Party Administrative Support (under Lead Court Clerk)

- Greet and screen telephone calls and visitors; provide information, resolve routine issues, direct inquiries to appropriate personnel, or take messages.
- Receive documents and party intake materials perform related data entry and ensure proper filing.
- Prepare case files for review.
- Coordinate with program staff and court clerks regarding program intake and referrals.

Office & Facilities Support (under DAHR)

- Ensure the reception and office areas are orderly, professional, and adequately stocked.
- Assist the DAHR with maintaining an optimal working environment by reporting safety or security concerns and coordinating inspections or services as directed.
- Serve as a point of contact for vendors and service providers for office equipment and facility repair requests.
- Assist with scheduling preventative maintenance and reporting urgent maintenance issues to the DAHR.
- Coordinate with cleaning crews and maintenance workers under the direction of the DAHR.
- Assist with administrative coordination of property and grounds maintenance services (security, trash, extermination, etc.).
- Maintain administrative records related to maintenance, inspections, and services performed.
- Assist the DAHR with tracking Court assets (equipment, keys, supplies) using established inventory systems.
- Coordinate office and workstation setups or moves as directed.
- Perform routine clerical tasks including reviewing, distributing, and responding to incoming mail; data entry; filing and records maintenance; faxing and photocopying.
- Manage multiple calendars using Microsoft Outlook.
- Take meeting minutes as requested.

Leadership & Operational Support

- Assist the DAHR with payroll processing as requested.
- Assist the DAHR with staff meeting planning, development, and setup.
- Assist the DAHR with making travel arrangements, including flights, lodging, transportation, and per diem for staff.
- Provide administrative support to the Chief Judge, Lead Court Clerk, and DAHR as related to Court operations.
- Perform other duties as assigned.

Skills and Qualifications

- Proven work experience as an administrative assistant, secretary, receptionist, or similar role.
- Proficiency with Microsoft Office, Zoom, and Adobe.
- Strong written and verbal communication skills.
- Excellent organizational, time-management, and multitasking skills.
- Ability to work independently, exercise sound judgment, and maintain confidentiality.
- Professional demeanor and appearance.
- Associate's degree in a related field **OR** high school diploma/GED with five (5) years of relevant experience, or an equivalent combination of education and experience.

Benefits

- Vacation leave with pay (accrual basis)
- Sick leave with pay (accrual basis)
- Holiday pay
- 90% employer covered Medical, and 100% Dental and Vision insurance 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
- Schedule: Full-time, 40 hours per week (Monday–Friday, 8:00 a.m. to 4:30 p.m.)
- 90-day probationary period
- Location: Rincon Indian Reservation, Valley Center, CA
- Native American preference applies
- Grant-funded position; continuation contingent upon funding availability

Application Instructions

To apply, submit the following documents to Maria Maciel at mmaciel@intertribalcourt.org.

- Resume demonstrating required experience
- Cover letter outlining interest and qualifications
- Copy of state-issued driver's license
- Unofficial college transcripts (if applicable)
- Copies of any certificates listed on resume
- Certificate of Indian Blood or Tribal lineage verification (if claiming Indian Preference)

Only complete applications will be considered.