



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

49002 Golsh Road Valley Center, California 92082

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**POSITION ANNOUNCEMENT
PROGRAM ADMINISTRATIVE ASSISTANT**

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in a Program Administrative Assistant (PAA) position. Under the supervision of the OVC 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 PAA 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.
- 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
- 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
- Solid written and verbal communication skills
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Customer service attitude

- Possess an Associate's degree (A.A.) in related field, or High school diploma/GED, and two 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
- Medical, Dental, Vision offered through group plans
- 401(k) contributions

Additional Information

- Compensation: \$19.00 per hour
- Hours: 40 hours per week (Monday through Friday 8:00 a.m. to 4:30 p.m.)
- Flexible schedule options
- Indian preference: Native American preference will apply.
- Applicant must comply with the ICSC Covid-19 Vaccination Policy

Applications

To apply, submit a cover letter and resume to Maria Maciel at mmaciel@intertribalcourt.org. This position is open until filled.