



FALLON TRIBAL DEVELOPMENT CORPORATION
OFFICIAL POSITION DESCRIPTION

Adopted/Revised:
2/6/19

Administrative Assistant

Division: **FTDC** Class Code: **101**
Supervisor: **Corporate Controller** Pay Grade: **6**
FLSA Status: **Non-Exempt** (**\$12.10-\$13.61**)

DESCRIPTION

This position is responsible for managing FTDC corporate office and providing office and administrative support to the Board, Planning & Development, HR and Finance Divisions.

DUTIES AND RESPONSIBILITIES

1. Greets, directs and otherwise assists visitors.
2. Answers and directs incoming telephone calls.
3. Lends clerical support to the FTDC Board of Directors and administrative staff.
4. Sorts and distributes incoming mail and takes outgoing mail to the post office.
5. Maintains scheduling board for the Conference Room.
6. Creates and posts agenda for FTDC Board Meetings. Prepares board meeting packets.
7. Types Board Minutes and Board Resolutions relating to the corporation. Maintain all agendas, minutes, and resolutions.
8. Completes purchase orders and check requests for corporate office needs. Orders office supplies, equipment and services needed for the FTDC corporate office.
9. Contacts vendors for various office machines as the need arises.
10. Manage all corporate events.
11. Provides backup to HR and Finance.
12. Other job related duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS

1. High School Diploma or GED equivalent with two (2) or more years as a receptionist, office manager or secretarial experience.
2. Excellent customer service skills.
3. Excellent time management skills.

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

1. Must maintain a professional appearance.
2. Strong computer knowledge.
3. Must exercise confidentiality, diplomacy and discretion at all times.
4. Ability to express ideas effectively, orally and in writing. Able to make oral and written program reports to the FTDC Board of Directors on a monthly basis or upon request.
5. Be able to work in a diverse cultural setting due to the sensitive nature of the position.
6. Preference will be given to those who have prior office management experience.

GENERAL EMPLOYMENT INFORMATION

Fallon Paiute-Shoshone Tribe and Native American/Indian Preference. Employment preferences to members of the Fallon Paiute-Shoshone Tribe and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the FTDC’s Personnel Policies. Persons of Tribe and/or Indian ancestry and wish to claim these employment preferences should submit a copy of the Tribal Enrollment card/certification indicating the name of the Tribe they are enrolled with.

U.S. Veteran’s Preference. Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC’s Personnel Policies.

Equal Opportunity Employer. The Fallon Tribal Development Corporation does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

Drug Free Workplace. The Fallon Tribal Development Corporation is a drug-free workplace. All employees are subject to a pre-employment drug test (at his/her own expense) and random drug screens.

Background Checks. All employees must be able to pass a background check per the FTDC’s background check procedures.

Position Description Limitations. This position description does not constitute an employment agreement between FTDC and the employee, and is subject to change by the FTDC Board of Directors as the needs of FTDC and the requirements of the job change. This position description is not intended to present a descriptive list of the range of duties performed by any employee in this position and is not intended to reflect all duties performed within the position.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of FTDC without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I understand that all evaluations and any pay increases will be based on my ability to perform the duties outlined in this position description. I have discussed any questions I may have about this position description prior to signing this form.

Employee’s Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

This acknowledgment will be placed in the employee’s personnel file.