

JOB ANNOUNCEMENT

POSITION: Administrative Assistant
PROGRAM: Tribal Health
SUPERVISOR: Tribal Health Administrator
SALARY: Grade: 16 Step: 01; \$16.44 Hr.
CLASSIFICATION: NON-EXEMPT
LOCATION: Owyhee, Nevada

OPENS: December 29, 2020

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal, health-related and personal data. This position the Billing Department of the Shoshone-Paiute Tribes/Owyhee Community Health Facility, to include access to financial data. Additionally, this person periodically operates a Tribal vehicle (unless accepted under the provisions of the American Disabilities Act).

Job Summary

This position is located in the office of the Tribal Health Administration and is responsible for the secretarial functions such as assisting with budget preparation and reporting, Human Resources and Quality Management Services. Incumbent will also perform a variety of clerical and administrative duties in connection with the management of the organization. The secretary acts with independence in the performance of duties and will assist administration and all departments in carrying out of administrative projects and activities.

ADMINISTRATION: Incumbent will assist administration with various logistical activities i.e., meetings, training/education/in-services, recording meetings, timekeeping, travel, forms, templates, graphs, policy binders, community information and materials, typing, filing, etc. With the approval of the THA, incumbent will assist other administrative managers with various administrative activities.

BUDGETS: With the instruction and guidance from the Tribal Health Administration (THA), Incumbent will be responsible for gathering and entering budget information into the organizational budget and preparing monthly budget reports. Assist with Purchase Orders, Payment Requests, due dates, etc. Will assist administration in keeping updated with current financial information.

QUALITY MANAGEMENT SERVICES: Incumbent will assist administration with organizational efforts of Quality Management Services. The incumbent will assist with all organizational QMS activities. Incumbent will assist with QMS information, policies, procedures and manuals. Will also assist in data collection, statistical information and in creating forms, graphs, charts and reports.

HOUSING: Incumbent will be responsible for the updating and monitoring of all clinic quarters files. Will also monitor, identify problems and provide input on improving on the current organization protocol for checking in, checking out, deposits, monthly rent and quarters upkeep along with communications with tribal finance. Will work with Facilities on ensuring that all appropriate forms, documentation and correspondences are complete, filed and sent to the appropriate occupant and/or finance department.

Performs other related duties as assigned by immediate supervisor.

MINIMUM QUALIFICATIONS:

1. High School diploma, or GED is required, along with two years of secretarial experience.

2. Demonstrate experience in computer literacy & Software programs and the application of programs in the work environment. Programs such as Word, Excel, Desktop Publishing, and other applicable software programs.
3. Must have experience in Microsoft Office.

KNOWLEDGE REQUIRED BY THE POSITION:

1. Knowledge of Customer Service and its application as it relates to a health care and public organization.
2. Basic knowledge of key elements of an administrative work environment, office setting and work practice.
3. Knowledge of the duties, priorities, commitments, program goals and objectives and interpreting new instructions and procedures.
4. Knowledge of variety of office operations including telephone and receptionist services; disposition of mail; origination, review and control of correspondence and other documentation; arrangements for meetings and conferences; maintenance and disposition of files and records; search and compilation of data from files and other sources; travel and transportation arrangements and reporting; requisition of supplies; maintenance and other services; preparation of time and attendance reports and other clerical and administrative procedures and requirements peculiar to the organization of assignments;
5. Knowledge of the nature and contents of publications, forms, and other guidelines or information material pertinent to carrying out or coordinating office work and specific program activities.
6. Knowledge of HIPAA, Privacy, Confidentiality and its application as it relates to a health care organization.
7. Knowledge of grammar, spelling, capitalization, and punctuation needed to type a variety of material accurately from written sources or voice recordings. Knowledge of the normal formats forms, typing policies, and common terminology of the office or unity for which the work is done.
8. Basic knowledge and understanding of planning and coordinating principles in order to facilitate and/or implement projects and activities on an organizational wide basis.

9. Knowledge of Microsoft Excel accounting program. Must be able to create financial documents, reports, budgets.
10. Knowledge and understanding of data and the collection of data for the purposes of assisting in Quality Management.

WORK ENVIRONMENT:

The work environment is professional in nature. Office setting. Working with professional personnel and disciplines. Work practice, attitude, mannerisms, actions, etc, must be professional in nature.

SUPERVISORY CONTROLS:

1. Work is performed under the general supervision of the Tribal Health Administrator or delegation, who defines the overall objectives and priorities of the work in the office and assists the secretary with special assignments. The secretary plans and carries out the work of the office and handles problems and deviations in accordance with established instructions, priorities, policies, commitments, and program goals of the supervisor, and accepts practices in the occupation.
2. Completed work is evaluated for appropriateness, soundness, and conformance to policy and requirements. Although some technical review may be performed, the methods used to achieve the end results usually are not reviewed in detail.

GUIDELINES:

1. Guidelines are available as needed for reference purposes including technical dictionaries, directives pertaining to administrative practices and clerical procedures, travel regulations, correspondence manuals, and filing systems. Guides also include standing, unwritten, instructions concerning internal procedures for the office operations.
2. The secretary locates and selected the appropriate guidelines, references, and procedures for application to specific cases, referring to situations to which the guidelines cannot be applied or significant proposed deviations to the supervisor. The secretary may also determine which of established alternatives to use.

COMPLEXITY:

The secretary performs a wide range of clerical and administrative support functions for the office. Decisions regarding what needs to be done require the secretary to discern differences among recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information or the kinds of transactions involved.

SCOPE & EFFECT:

The incumbent ensures that the clerical and administrative portions of the organizations work are accomplished effectively allowing supervisor to concentrate on technical and managerial duties. The effectiveness of the program is affected by the degree to which the office runs smoothly.

PERSONAL CONTACTS:

1. The personal contacts are with employees both within and outside the immediate organization. People contacts generally are engaged in difference functions, missions, and kinds of work, e.g., representatives from various levels within the agency such as headquarters, area office, or other operating offices in the Indian Health Services.
2. The contacts are with members of the general public and tribal organizations as individuals or groups.

PHYSICAL DEMANDS:

There are no special physical demands in the work place. The work includes some walking, standing, bending, and carrying of light items such as paper and books.