

SUMMIT LAKE PAIUTE TRIBE  
Primary Administrative Office  
1001 Rock Blvd., Sparks, NV 89431  
(775) 827-9670 Fax (775) 827-9678

### **JOB ANNOUNCEMENT**

**Position Title:** Program Office Assistant                      **Rate of Pay:** \$12.00 – \$15.00 DOE  
**Benefits:** Annual Leave/Sick Leave and Health Insurance Allowance after successful completion of 6-month probationary period.  
**Opening Date:** July 11, 2016                                      **Funding Program:** NFWF  
**Closing Date:** Until Filled                                      **Duration of Employment:** Regular, Full Time

**ABOUT THE TRIBE:** The Summit Lake Paiute Tribe (SLPT) is a federally-recognized Tribe. The Summit Lake Indian Reservation is located 50 miles south of the Oregon border; 68 miles east of Cedarville, California and 83 miles north of Gerlach, Nevada. SLPT's primary administrative office is in Sparks, Nevada.

**JOB SUMMARY:** The Program Office Assistant will provide administrative and clerical support to Department Directors and Administration. This position is also responsible for a variety of other tasks as described below. Strong verbal and written communication skills and excellent computer skills are required, including the ability to type quickly and accurately with time management emphasis. The Program Office Assistant must possess a pleasant manner, excellent people skills, ability to be a team player, and project a professional company image through in-person and phone interaction.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Finance and/or Natural Resources Director, shall perform the following duties.

1. Provide administrative and clerical support, i.e., respond to correspondence/compose letters, receptionist duties, creating/modifying documents, photocopying/faxing, receive/process/distribute incoming/outgoing mail (parcels, deliveries, certified mail) for all Departments.
2. Assist with financial/accounting preparation for Accounts Payable and annual audit.
3. Coordinate with planning/scheduling meetings and conferences with Department Directors. Prepare meeting notes and summaries if needed.
4. Maintain filing of grant records, administration records, Accounts Payable, etc.
5. Assist with Natural Resources staff to accomplish administrative grants goals and objectives in all areas, i.e. interim programmatic reports, tracking of vehicle use and mileage, printing general ledgers for grant budgets.
6. Assist with detailed time records of contributed services and of matching contributions; contributed goods and services, volunteer hours, and/or property raised and spent for projects, maintain record of original receipts matched with purchase orders.
7. Ensure compliance with the SLPT policies regarding the postage meter machine, copier, and personal computers.
8. Develop a system with NRD Director to track communications, reporting, and proposals.
9. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Minimum of three years' work experience in the fields of: office administration, or financial management, or project coordination.
2. Experience in Microsoft Office: Word, Excel, PowerPoint.
3. Typing minimum 45 WPM
4. Possess professional verbal and written communication skills.
5. Must have professional telephone protocol experience.
6. Excellent reading, writing, grammar and math skills.
7. Strong organization skills, attention to detail and time management.
8. Knowledge of and experience with records management.
9. Must be physically fit and capable of lifting and moving 35 pounds up and downstairs.
10. Possess a valid driver's license, insurable by Tribe's insurance company, and not prohibited from driving a federal government vehicle.
11. Name not included on Federal Excluded Parties List System <http://www.epls.gov>

**PREFERRED QUALIFICATIONS:**

1. 2 years' experience working with Tribal Organizations
2. Experience in understanding BIA Public Law 936-638 Contracts and grants administration and financial reports including preparation of budgets.
3. Experience in grant proposal writing.
4. Degree in Business or Public Administration

**TRAVEL REQUIREMENTS:** Flexibility with regard to business-related travel is a must. This includes overnight trips to Summit Lake Indian Reservation under remote and primitive conditions and attendance at training sessions and conferences as necessary.

To Whom Position Reports:	Finance Director
Employee Classification:	Full Time Employee
Travel Requirements:	May travel to reservation
Driver's License:	Must possess a valid Nevada driver's license
Overtime Status:	Non-exempt
Probationary Period:	180 days

**TRIBAL MEMBERS AND INDIAN PREFERENCE:** The Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b) (c) of Public Law 93-638, the Indian self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.