



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

Job Announcement: HR2017:113

Position Title: Administrative Assistant

Advertising: Tribal-Wide

Department: Office of Archives and Records Management

Division: Community Services

Immediate Supervisor: Office of Archives and Records Management Director

Department Director: Office of Archives and Records Management Director

Employment Status: Non-Exempt

Position Type: Regular Full-Time

Mandatory Reporter: No

Background Check Required: Yes (data-sensitive)

Opening Date: Friday, October 13, 2017

Closing Date: Monday, November 13, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

Overall Objectives of Position

The Administrative Assistant is the first point of contact for the Office of Archives and Records Management (OARM) and provides clerical and administrative support to the OARM Director/Tribal Archivist and staff. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Administrative Assistant is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Administrative Assistant is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Administrative Assistant

- Prepares, processes, and maintains purchase orders.
- Organizes, files, and maintains documents.
- Develops a bookkeeping system and assists in monitoring the budget to ensure spending limits and procedures are maintained.
- Ensures that departmental office equipment, including, but not limited to, the photocopier, printers, and scanners are in proper working order and maintained.
- Orders, processes, stores, and distributes supplies and maintains an inventory of office supplies.
- Maintains documentation and maintenance of inventories, receiving logs, freezer/smother method logs, humidity/temperature reports, digitization logs, and library catalogues across archival collections.
- Presents excellent customer service skills in communication with others.
- Takes minutes and transcribes minutes of staff meetings, Tribal Records Committee meetings, and other meetings within the office as directed.
- Engages in digitization, photocopying, transcription, book-binding, and researching.
- Keeps all applicable information boards updated.
- Keeps the Director abreast of all issues, challenges, concerns, and successes and up-to-date on all issues requiring the Director's attention.
- Performs other duties as assigned by the appropriate person.

Day-to-day Responsibilities

- Opens and closes the OARM daily, inspects security and environmental conditions including temperature fluctuations and humidity controls daily.
- Greets patrons/the public, Tribal employees, and Tribal Members.
- Maintains Patron Book which records visits by patrons and Deed of Gift Book which records donations by donors.
- Prepares, coordinates, and maintains records for incoming and outgoing mail, and ensures that all incoming mail is delivered to the appropriate person.
- Generates, types, and proofreads a wide variety of documents, reports, and correspondence on behalf of the OARM.
- Works collaboratively in a Team environment to support the functions of the OARM.

Education/License/Certification and Experience Requirements

- Must have one of the following:
 - a. Associates degree, or
 - b. Two (2) years of experience in a confidential clerical setting.

Skills Required

- Absolute confidentiality.
- Demonstrated proficiency in English, spelling, punctuation, and writing composition. Must successfully pass applicable knowledge, skills, and abilities exams.
- Must have a working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, PowerPoint etc. Must successfully pass pre-employment computer skills exam.
- Ability to work in a cross-cultural environment.
- Organized with unfailing attention to detail.
- Exceptional interpersonal and communication skills, both verbally and in writing.
- Outstanding computer skills.
- Skilled in operation of standard office machinery.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must possess and maintain a valid state driver's license and insurable driving record according to Tribal insurance guidelines.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**