

Jamestown

S'KLALLAM TRIBE



JOB OPENING ANNOUNCEMENT

DATE: May 7, 2008

JOB TITLE: **ADMINISTRATIVE ASSISTANT**

REPORTS TO: Social & Community Services Director

STATUS: 40 hours per week

JOB SUMMARY: The Administrative Assistant for the Social, Community & Health Departments is responsible for performing a broad range of professional office and customer service tasks in support of Social & Health Services. Duties include reception, insurance reports and billing, scheduling, maintaining a database, research and report writing and other clerical duties necessary to facilitate daily operations for these departments.

MINIMUM QUALIFICATIONS: Applicant must have 3 years of professional administrative experience, solid keyboard skills and proficiency on MS Office and Excel. The successful candidate must be able to work independently, meet deadlines, prioritize, multi-task, demonstrate highly effective communication and customer service skills and maintain confidences. AA and basic knowledge of social/community services are preferred. This individual should be meticulous, reliable and well-spoken with an ability to represent this department with confidence and sensitivity to the needs of their clients. American Indian/Alaskan Native preference for qualified candidates.

Apply Online: [Application Form](#)

Or FAX: 360.683.4005
Mail: Human Resources
1033 Old Blyn Hwy.
Sequim, WA. 98382

Call Jessica Payne at **360.681.4657** for more information.

Closes June 7, '08

**Administrative Assistant for Departments of
Social & Community Services & Health**
May 2008

SALARY RANGE: (Depending on Qualifications)

REPORTS TO: Social & Community Services Director

POSITION SUMMARY: This position is full time and provides a broad range of administrative and customer service support to the Social & Community Services and Health Departments.

DUTIES AND RESPONSIBILITIES:

1. Provides reception and customer service to Tribal Citizens, clients, government agencies and the public. Greets visitors, answers phone and responds to a wide variety of SCS related questions.
2. Prepares and executes billing to insurance companies for Chemical Dependency and Mental Health. Develops a monthly report for summarizing billing status.
3. Assist SCS & Health Directors with clerical and administrative functions. i.e. filing, contract processing, record keeping, reporting and billing.
4. Coordinate scheduling of meetings, update department calendars and maintain check-out list for department vehicles.
5. Maintain SCS database and assist with developing mailing lists for program communication.
6. Provide administrative assistance necessary to carry out functions of the department, coordinated through the SCS Director.
7. Performs project work, including research and technical writing in reports and letters.

QUALIFICATIONS:

Position requires a minimum of three years professional/administrative office experience. A basic knowledge of social and community services and AA degree or equivalent education preferred.

Proficient Microsoft Office Suite, keyboarding skills and Excel are required.

Additional requirements include high levels of professionalism, reliability and a customer-focused demeanor. Well developed interpersonal, telephone, verbal and written communication skills; the ability to communicate diplomatically and effectively with external and internal customers in-person and on the phone; the ability to maintain sensitive and confidential information is essential.

Position requires the ability to work independently and efficiently to consistently meet deadlines and manage multiple and changing priorities. Strong follow-through, organizational skills, accuracy and attention to detail are a must.

American Indian/Alaskan Native preference for qualified candidates.