



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O.Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2845 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Administrative Assistant

**SALARY:** \$35,963.20 annually, less one step during probation

**REPORTS TO:** Land Operations Officer

**LOCATION:** Colville Agency Campus, Nespelem, Washington

**BASIC FUNCTIONS:** The incumbent will work under the general guidance of the manager and provide considerable independent administrative support for a staff of 20 federal and tribal employees. Duties include, but are not limited to, overseeing the general office activities such as timekeeping, tracking budget expenditures, maintain budget for the program and key information in BEM'; process contracts through the Tribal and B.I.A systems; timely and accurate data entry into the Trust Asset Accounting Management System (TAAMS); maintain accuracy and preparation of grazing permits, primary contact for livestock complaints. Responsible for all stages of purchasing, including receivers, vouchers including inventory and property as utilized by staff.

## MINIMUM QUALIFICATIONS (Education and Training):

- Bachelor's Degree in a field related to accounting or business AND 36 months of successful progressively responsible experience that demonstrates the ability to perform the duties and responsibilities of the position;  
**OR**
- Associate's degree in a field related to accounting or business AND 60 months of successful progressively responsible experience that demonstrates the ability to perform the duties and responsibilities of the position;  
**OR**
- High School Diploma or GED AND 72 months of combined education and successful progressively responsible experience that demonstrated the ability to perform the duties and responsibilities of the position.
- Must possess and maintain a valid State Driver's License and be eligible for the Tribes' vehicle insurance.
- Must qualify for and maintain a U.S. Government Motor Vehicle Operations Identification Card.
- Must pass an extensive Background Inquiry. Selection will be to the applicant's successful completion of a Federal security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination. Must maintain clearance through out duration of employment.
- Knowledge of administrative requirements in regard to records management, property management and acquisition procedures for the Bureau of Indian Affairs and the Colville Confederated Tribes.
- Knowledge of the technical aspects of the Land Operations Program, responsibilities, lines of authority and interaction between the Bureau, Colville Confederated Tribes, federal and state agencies desired to enable to incumbent to effectively serve as a liaison and complete office management duties.
- Experience demonstrating knowledge of TFAS, TAAMS and Bureau Collection policies, desired.
- Advanced skill in performing budgeting, timekeeping, office support and accounting/bookkeeping functions.
- Experience reflecting knowledge of the Administrative, Payroll, Human Resources, and Purchasing procedures used by the Colville Confederated Tribes.
- Experience reflecting skill or have the ability to learn to read maps and land descriptions to effectively communicate natural resource activities to the Tribal public, departmental staff and others for verification of accurate land descriptions, ownerships and negotiations for permits.
- Experience reflecting ability to accomplished administrative tasks with minimal supervision and with only general direction.
- Demonstrated skill in the use of desk top computers, standard software packages and programs sufficient to complete necessary documentation. In conjunction with the Database Manager, must have the ability to develop and maintain a database of all pertinent information concerning Land Operations projects.

**MINIMUM QUALIFICATIONS (Education and Training): continued**

- Demonstrated skill in the use of desk top computers, standard software packages and programs sufficient to complete necessary documentation. In conjunction with the Database Manager, must have the ability to develop and maintain a database of all pertinent information concerning Land Operations projects.
- Ability to plan, organize and coordinate work in situations where numerous diverse demands, short-range tasks and minimal time frames are frequently encountered.
- Ability to meet and communicate effectively with the public to discuss problems and complaints tactfully, courteously and effectively.
- Ability to understand and execute complex oral or written instructions and apply guidelines to a wide range of situations.
- Knowledge of Bureau and Tribal policies, rules, regulations, administrative procedures and office protocol, desired.
- Ability to handle multiple tasks and work under stressful situations and deadlines.

**TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.**

**CLOSING DATE:** Open Until Filled, however for first round consideration, applications and supporting documents MUST be received in the Human Resources Office by **4:00 p.m., Friday, June 12, 2009**, or be postmarked by that date.

**INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
P. O. Box 150  
Nespelem, WA 99155  
(800) 506-9434  
[juanita.reyes@colvilletribes.com](mailto:juanita.reyes@colvilletribes.com)