



# Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155  
(800) 506-9434 (509) 634-2017 Fax (509) 634-2864 [www.colvilletribes.com](http://www.colvilletribes.com)

**POSITION:** Administrative Assistant II  
**SALARY:** \$16.72 - \$19.86, per hour DOE  
**REPORTS TO:** Administrative Assistant Senior, Public Safety  
**LOCATION:** Nespelem, Washington

**BASIC FUNCTIONS:** Incumbent oversees and performs specialized public safety administrative support duties including but not limited to composing of original documents, administration of office routines and systems, processing of financial transactions, records management, reception, and transcribing of specialized or technical notes. Position is classified **non-exempt**.

## MINIMUM QUALIFICATIONS:

### Education and Training:

- ☐ Typically requires a High School Diploma or equivalent AND 48 months of related experience
- ☐ Associates Degree is preferred and may substitute for some related experience

### Knowledge, Skills, and Abilities:

- ☐ Specialized, working knowledge of tribal public safety operations, policies, and procedures, is preferred
- ☐ Requires working knowledge of modern office practices and equipment including filing systems, reception, telephone answering techniques, and letter and report writing
- ☐ Working knowledge of and sufficient skill using personal computer and software programs that include but are not limited to word processing, spreadsheet development, basic presentation graphics, special applications used by public safety programs, and data entry onto custom databases
- ☐ Sufficient knowledge of mathematics to perform financial and statistical record keeping
- ☐ Sufficient knowledge of proper grammar usage, spelling, and punctuation to prepare professional correspondence
- ☐ Requires sufficient human relations skills to work productively and cooperatively with diverse teams; exercise patience when dealing with customers, and for conveying technical concepts
- ☐ Must be able to plan, organize and prioritize work in order to meet schedules and timelines
- ☐ Must be able to function in an office environment engaged in work of primarily a sedentary nature
- ☐ Must possess sufficient ambulatory ability for moving to various office and community locations
- ☐ Must possess sufficient manual dexterity for operating a microcomputer, keyboarding at an acceptable rate that meets department deadline and accuracy standards, and operating standardized office equipment almost constantly requiring repetitive motion.

**NOTE:** Pursuant to Tribal Policy, this position is classified as safety-sensitive and is subject to pre-employment, post-employment, and reasonable suspicion drug testing procedures.

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

**NEW:** Effective May 12, 2014: All notifications from the Human Resources will be sent by E-mail, please make sure your e-mail address is entered on your application.

**CLOSING DATE:** Open Until Filled. Applications and supporting documents **MUST** be received in the Human Resources Office. First review deadline is **Friday, September 21, 2018**, with bi-weekly reviews thereafter.

**INFORMATION:** Confederated Tribes of the Colville Reservation  
Human Resources Office  
P. O. Box 150  
Nespelem, WA 99155  
(509) 634-2017  
[dariane.seyler.hrs@colvilletribes.com](mailto:dariane.seyler.hrs@colvilletribes.com)

**Must possess and maintain a valid Washington State driver's license and be eligible for the Tribes' Vehicle Insurance. In addition, this position may be subject to pre-employment background clearances. If applicable, these clearances must be maintained throughout employment.**