



## **Job Posting**

**Job title:** Administrative Assistant/Clerk/Driver

**Location:** Orange, CA

**Application Deadline:** Open until filled

**Compensation:** Minimum of \$20/hour. DOE

**Benefits:** *\*Paid Holidays \*Rich Medical, Dental & Vision \*Generous Vacation & Sick \*401(k) Match*

**Status:** Full Time/Regular position

## **Job Summary**

The Administrative Assistant/Clerk/Driver provides a variety of administrative and clerical support to the Site Manager and program Staff. Duties will include researching and compiling information, coordinating activities between departments and/or outside services, entering/maintaining data, generating reports and other documents using a full range of computer software such as word processing, spreadsheet, database, and desktop publishing. Other clerical duties will include, answering telephones, screening calls and taking messages, setting up/maintaining files, sorting/delivering mail, preparing routine correspondence and completing all participant pre-screenings. This position will also be responsible for transportation services for TANF participants attending work participation activities within Orange County. This includes picking up and driving participants to and from pre-determined locations, keeping accurate records, and performing other transportation tasks as needed.

## **Essential Functions**

1. Answer phones, record and distribute messages, greet and direct staff and visitors with courtesy and respect.
2. Contribute to team effort by accomplishing related tasks and/or providing staff coverage as needed.
3. Create, update, and maintain personnel information, administrative forms, Admin mail logs, equipment maintenance information, request forms, office supplies, and vendor information.
4. Establish and maintain filing system for correspondence, forms, reports, records, etc.
5. Maintain strict confidentiality of all facts of program and participant records.

6. Maintain a safe and clean employee break room area, mailroom, office supply area and file room by complying with all procedures, rules and regulations.
7. Operate/maintain a variety of office equipment, such as copier, computer, printer, fax, typewriter, calculator, etc.
8. Receive and sort administrative/employee mail and deliveries, as well as participant mail and deliveries.
9. Prepare meeting space, agendas for meetings, take minutes during meetings, distribute minutes afterwards and archive them accordingly.
10. Prepare request forms, travel/per diem, invoices, reports, memos, letters, financial statements and/or other documents, using word processing, spreadsheets, database and/or presentation software.
11. Research and compile information under the direction of the Site Manager, and produce reports for managers, staff, and outside agencies.
12. Assist in coordinating activities within and between departments and/or outside agencies, such as meetings and special events.
13. Assist program Staff in the developing, preparing and implementation of Participant Activity proposals in Career Development, Family Engagement, Native Youth Success Program (NYSP), and any other office activities.
14. Researching local and cultural vendors, to be utilized for program activities.
15. Assist program Staff in the execution of Participant Activities for program success.
16. Update employees' daily schedules (*including employee sick calls/vac.*) and participant appointments.
17. Coordinate re-assignment of participant/vendor appointments (*to other available employees*) when employee calls in sick or late. Notify participant/vendor of change, if needed.
18. Assist in resolving any administrative problems.
19. Act as the Chain of Command in the absence of Site Manager, including responding to participant services and/or inquiries.
20. Run office errands (*i.e. office supply shopping, post office, etc.*).
21. Responsible for keeping inventory of all office supplies, forms, promotional items, etc. and placing orders for replenishment if needed.
22. Assist in the preparation of program reports, proposals, etc. (*relevant to TANF Clerk duties. e.g. Department stats*).
23. Complete and respond to all TANF pre-screenings.
24. Complete tasks as requested by key department staff within time frame needed.
25. Follow up with participants as needed. (*MER's, Child Care, Mileage, Documentation, etc.*).
26. Prepare and coordinate monthly participant mailings and other daily correspondence.
27. Review incoming participant Monthly Eligibility Reports for completeness and accuracy.
28. Type letters, reports, forms, etc. from rough drafts for the Eligibility Specialist, Caseworker, Career Dev. Specialist and Ed. Coordinator.
29. Pick up and deliver participants (including adults and children) to and from various locations, including rural/urban areas and reservations, for trainings, appointments and special activities.
30. Attend Tribal and other special events for outreach and/or networking.
31. Provide excellent customer service in a patient, friendly, and helpful manner.
32. Maintain accurate records of all trips, vehicle maintenance, mileage, persons riding in vehicle, and any incidents that occur.

33. Prepare schedules, vehicle reports and Fiscal requests.
34. Inspect company vehicles for cleanliness, safety, and potential mechanical problems daily, and promptly report any needs or issues to the Transportation Manager.
35. Update and maintain inventory of vehicle equipment.
36. Provide backup for delivery of SCTCA interoffice mail, other drivers' routes, or any other reasonable request made by the Site Manager.
37. Schedule and take vehicles in for routine service.
38. Confident driving in inclement weather and on rural roads in remote areas.
39. Other duties as assigned.

### **Job Requirements and Qualifications**

*Education:* High School Diploma or GED and four (4) years' experience in a secretarial/administrative role. Or, an Associate's degree in business plus two (2) years' work experience in an administrative role.

*Experience:* Providing quality customer service, including the assessment of client needs and evaluating the level of client satisfaction. Intermediate to advanced experience with computers and various software for word processing, database, spreadsheet, and desktop publishing. Experience driving a passenger vehicle for business purposes, and transporting people of various ages to different locations. One year of file and records management experience.

*Certificates & Licenses:* Valid California Driver's License with driving record acceptable to SCTCA's insurance. CPR and First Aid.

*Knowledge of:* Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and flyers, and other typical office procedures and terminology. Computer literate with ability to operate a PC and MS Office software programs, such as Word, Excel, PowerPoint and Publisher. Proficient in using virtual meeting platforms such as Zoom, GoToMeeting, etc. Strong organizational and time management skills. Knowledge of Indian history, culture and politics a plus.

*Ability to:* Typically requires sitting for extended periods of time. Work in an indoor office environment but will also require travel. Minimum typing speed of 40 words per minute. Interpret, apply and explain rules, regulations, policies and procedures. Understand scope of authority in making independent decisions. Be able to assist participants in and out of vehicle and into appointment location (if needed). Lift and move objects on occasion weighing up to 40 pounds.

*Conditions of Employment:* Candidates are required to successfully complete required background check, including Live Scan and drug screening.

### **Other Information**

In addition to the essential duties listed above the Administrative Assistant/Clerk/Driver is expected to:

1. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.
2. Consistently report to work on time prepared to perform the duties of the position.
3. Possess excellent oral and written communication skills.
4. Communicate regularly with supervisor about department issues.
5. Demonstrate the ability to handle difficult situations with respect and courtesy.
6. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
7. Be flexible for periodic after-hours and weekends. Scheduled travel (outside of the SCTCA service area or in a different county) will be required depending on workload, workshops, trainings, etc.
8. Be detail oriented and possess strong organizational skills.
9. Demonstrate efficient time management and prioritizes workload daily.
10. Maintain heavy paperwork and processing in a fast-paced work environment.
11. Work independently and as a team to meet timelines.
12. Be thoroughly knowledgeable of all TANF guidelines at all times.
13. Make sound rational decisions and recommendations without bias.
14. Participate in various departmental meetings and/or committees.
15. Assist with temporary training support of TANF staff.
16. Travel between office sites may be requested to assist with training support/office coverage or as needed.
17. Encourage and build mutual trust, respect, and cooperation among team members.
18. Develop and maintain constructive and cooperative working relationships of trust, confidence, and good rapport with staff, administration, and program participants.
19. Other projects and responsibilities may be added at the manager's discretion, such as participation in Social Work conferences, Health Fairs, Career Fairs, Graduation events, etc.

### **About Our Company**

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 25 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

## How to Apply

**Preferred method: Apply online at <http://sctca.applicantpro.com/>**

A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office\*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. \*Office subject to closures.

B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at [www.sctca.net](http://www.sctca.net), under the “Careers” link.

### Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

*Note: These emails could possibly go to the spam folder, so please check there as well.*

**SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE**

**To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.**