

# PYRAMID LAKE PAIUTE TRIBE

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## JOB ANNOUNCEMENT

### ENVIRONMENTAL ASSISTANT

Environmental Department, Nixon, NV

\$13.68- \$14.37 per hour; Regular, Full-Time (40 hrs/wk);

Non-Exempt; CL: 348; Grade: 12; Step 1-3 DOE

**Date Posted: 02/27/2020**

**Date Closed: OUF**

**DEFINITION:** Provides a comprehensive range of administrative and support services. Performs difficult and highly responsible secretarial/administrative work requiring the frequent exercise of independent judgment in applying and interpreting policies, regulations and procedures. May act as a lead person and supervise other employees within the Environmental Department.

### **DUTIES AND RESPONSIBILITIES:**

Serve as key assistant to the Environmental Director; receive, direct, and perform simple interviews of visitors, handle telephone calls and provide assistance or technical information concerning policies, procedures, and other details. Keep the general calendar; coordinate and assist in staff meetings, community workshops, and events. May assist other departments as directed.

Screen and compose correspondence on a wide variety of subjects requiring thorough knowledge of policies, grants, and procedures; examine forms, reports, files, or other documents for accuracy and completeness.

Attend and record staff meetings; ensure that the Tribal Council packet information, reading material, and other reports are properly maintained, filed, and/or disseminated; prepare and post meeting agendas.

Establish and maintain files. Ensure compliance with appropriate management guidelines.

Schedule appointments and conferences; arrange travel and accommodations for Environmental staff.

Respond to requests or complaints from the general public; refer inquiries to the appropriate individual or department; research and assemble information where necessary.

Prepare and ensure the timely completion of department reports and activities. May personally research background information, statistical data and other information.

Act as the liaison with EPA and Tribal personnel; assist the Environmental staff in preparation and calculation of budgets; monitor expenditures to assure compliance with budgets; prepare purchase orders, employee action forms, time sheets, check requests; and maintain financial and statistical records.

Receipt all incoming money and submit to the Tribal Finance Department following adopted procedures.

Establish and maintain computer database for grants, budgets, and other necessary reports.

**DUTIES AND RESPONSIBILITIES (continued):**

Coordinate the submittal of required mileage reports and receipts; schedule vehicle maintenance as needed, and act in the capacity of the transportation contact person.

Coordinate staff and community meetings, parties, banquets, and special affairs as required.

Supervise staff and daily activities of the administration as delegated by the Environmental Director. Inform the Environmental Director of grants, program developments or deadlines.

Maintain and stock office supply room; maintain security of office and building keys.

Perform other related duties as required.

**MINIMUM QUALIFICATIONS:**

Knowledge of Tribal contracting under PL 93-638; Tribal grants from various agencies (eg. EPA, DOE, DOT, USDA); administrative techniques used in budgeting and bookkeeping; personnel and office management; data collection and report writing; office methods and procedures; computer word processing, database, and spreadsheet applications; correct English usage; legal, financial, statistical and record keeping methods associated with the department; business correspondence; filing; standard office equipment.

Skill at organizing, prioritizing, and coordinating work activities; developing procedures and record systems; communicating effectively in both oral and written form; working independently; dealing effectively with people contacted in the course of work; using initiative and sound independent judgment within established guidelines.

Ability to understand, interpret and apply rules, regulations and ordinances; gather and analyze a variety of data and prepare appropriate reports; communicate orally and in writing; independently carry out an assortment of special and ongoing projects; work efficiently under pressure of deadlines, conflicting demands and emergencies; establish and maintain effective, courteous and cooperative working relations with all levels of persons contacted in the course of work.

Incumbent must be able to respect and adhere to the most rigid and strict rules of maintaining privacy and confidentiality of sensitive matters.

Must have a valid Nevada driver's license and be insurable under the Tribe's vehicle insurance policy.

**REQUIRED EDUCATION AND EXPERIENCE:**

High school graduate or GED and at least three years college with specialized secretarial course work in office practices, management, or business administration and four years of responsible secretarial and administrative support experience, preferably in Tribal government. Or five (5) years of responsible and complex clerical work involving at least two (2) years of office management or supervisory responsibility. Experience in budgeting and bookkeeping.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, Extension 1132/1119/1120.

**The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.**

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*