



Northern Circle Indian Housing Authority • Ukiah, CA

Temporary Office Assistant (2-6 months)

POSITION DESCRIPTION

Title	Temp. Office Assistant (2-6 months)
Position Reporting To	Human Resources
FLSA	Non-Exempt/Hourly
Salary	\$20.35 hr./DOE
Work Location	Ukiah

SUMMARY

Office Asst. will assist with good customer service skills in order to best work with our staff. This individual is a multi-tasker with a positive attitude. Assist departments by answering phones if needed, handling office tasks, providing polite and professional assistance by assisting with the needs of others.

PRIMARY RESPONSIBILITIES:

1. May answering phone calls, with polite and professional communication.
2. Greet, assist and respond promptly to all inquiries with positive and helpful attitude.
3. Assist with variety of administrative tasks, including copying, faxing, filing, generating reports, and ordering supplies.
4. Serve as operator of copy, fax, postage machines, ordering supplies and maintaining necessary records.
5. Keeping records of customer interactions, transactions, comments and complaints.
6. Performing ad-hoc administrative duties as needed.
7. Help with preparation of meetings and training rooms.
8. May prepare or assist with preparation of monthly board packets.
9. Occasionally travel off-site for functions, and deliveries for the organization.
10. Other duties as assigned.

EDUCATION, KNOWLEDGE, EXPERIENCE AND ABILITIES:

1. High school diploma or equivalency required.
2. Minimum of one (1) year experience in office setting with administrative duties.
3. Prior office experience or in a related field.
4. Comfortable using computers and working knowledge of Microsoft Office; Word, Excel and Outlook with a typing speed of at least 35 wpm.
5. Ability to establish and maintain effective working relationship with staff and other public and private agencies.
6. Ability to operate and maintain office machinery, including copiers, postage meter, binding, fax, and printers.

PLACE: UKIAH, CALIFORNIA
SALARY: \$20.35 hr./DOE
CLASSIFICATION: Program Staff

TRIBAL AND INDIAN PREFERENCE

Pursuant to the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e (b)), NCIHA applies the policy of "Tribal and Indian Preference" when filling vacancies. Tribal and Indian Preference shall be given to qualified applicants who are enrolled members of a federally recognized Indian tribe or band. We reserve the right to require from applicants claiming to be American Indian or Alaskan Native a copy of their "Certificate of Tribal Membership."