

## JOB DESCRIPTION

### Administrative Assistant

SALARY: \$10.00/hour @ 30 hours/week

APPLICATION: February 7, 2011 by 5 p.m.

START DATE: February 15, 2011

WORK SITE: Tribal-State Environmental Liaison Office  
901 South Stewart Street Suite 4001  
Carson City, Nevada 89701  
<http://ndep.nv.gov/tribe/tlp.htm>

CONTACT: Tansey Smith, Tribal-State Environmental Liaison for an application  
(775) 687-9483

### DEFINITION:

Applicant will perform a variety of secretarial, receptionist, clerical and administrative duties for the Tribal-State Environmental Liaison program. This position is being funded through the Native Workforce Development Program.

### DUTIES:

1. Prepares monthly requisitions for billing and supply purchases for the Liaison Program.
2. Provides daily supervision and responsibility of Liaison program when Liaison is out in the field. Performs administrative duties as needed and/or required.
3. Acts as intermediary between ITCN administration, Environmental Protection Agency (EPA) Project Office and all other agencies.
4. Provides both direct and indirect supervision within the department.
5. Compose routine correspondence and comprehensive reports pertaining to the department, which does not require the director's personal attention.
6. Screen calls and visitors to refer inquiries as appropriate, respond to requests for information.
7. Prepares agendas and distributes materials for meetings. Take and transcribe meeting notes for department records.
8. Maintains appointment calendar for Program Director; arrange for meetings and appointments, takes care of various details independently and anticipates

9. Administrative needs of program so that they may make maximum effective use of time.
10. Initiate and maintain a variety of files and records of information for department, assuring submission into appropriate departments/finance.
11. Maintains confidentiality of all records and information.
12. Performs other duties as required to maintain the Liaison Program Performances and Evaluations.
13. Perform appropriate research for Program presentations and other research pertaining to Liaison activities.

QUALIFICATIONS:

Possess knowledge of English, spelling, punctuation and grammar. Ability to perform office functions for a moderately complex office and implement or modify appropriate office practices and procedures; exercise good judgment, courtesy and tact in dealing with staff and community people. Must demonstrate typing ability at the prescribed rate of speed, must be computer literate. Possess skills in transcribing and dictation or any combination of experience. Must possess a Nevada Drivers license and be insurable. Knowledge of the Liaison Program and comply with program requirements. Possess background and familiarity with Tribal programs. Applicant must exhibit writing, editing, and computer programming skills. Applicant must be able to pass a State and Federal Criminal History Background check.

***Applicant must be Native American, Native Alaskan, or Native Hawaiian who is economically disadvantaged, unemployed or underemployed. All TANF and Non-Custodial Parents are encouraged to apply.***