JOB ANNOUNCEMENT

Title: Administrative Assistant II  
Requisition Num.: 012-2020

Open Date: 06/30/2020  
Closing Date: Until Filled

Department: Fire Department  
Classification: Full-Time, Exempt

Salary: Commensurate with Experience  
Location: Valley Center, CA

Opportunity: This position is responsible to provide administrative and secretarial support to positions of high-level management or supervision of the Rincon Fire Operations Department. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations and procedures.

JOB RESPONSIBILITIES

1. Type correspondence to include, word processing/typing of letters, memos, forms, policies and procedures (includes handling of confidential information).
2. Provide administrative support to include telephone coverage, copier projects (including overhead preparation), mail handling, supplies control and necessary communication internally and externally.
3. Maintain records and logs of activities for a variety of Fire Operation services and programs.
4. Assist Fire Operations management with their schedules and handle calls from both internal and external sources.
5. Type and distribute the Strategic and Annual Plan to all managers yearly.
6. Maintain attendance calendar for key management personnel.
7. Maintain Fire Operation files, generate reports and give notice of problems to the Fire Chief/Captains.
8. Maintain Vendor Contracts files, Maintenance Agreement files and all Copyright files.
9. Provide backup administrative assistance to other Tribal Departments as needed.
10. Perform special projects as assigned.
11. May be required to drive in the performance of duties as assigned.
12. Attend required meetings and trainings.

JOB QUALIFICATIONS

Education/Experience and/or Training:

- High School Diploma or General Education Degree (GED).
- Three (3) years related experience required.
- Valid California Driver’s License

Work-Related Knowledge:

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Experience developing communication materials, including flyers, brochures, booklets, etc.
To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center, or emailing it to jobs@rincontribe.org.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver’s license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast paced team environment or independently.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefit include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long Term Disability: $100,000 employer paid Life Insurance and Long Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication