

# **JOB ANNOUNCEMENT**

## **Administrative Assistant I**

### **Tribal Court**

**Requisition No.:** 002613  
**Opening Date:** January 13, 1999  
**Closing Date:** January 18, 1999  
**Division:** Tribal Council  
**Location:** Mashantucket, CT  
**Reports To:** Chief Judge  
**Prepared By:** Linda Miner  
**Prepared Date:** January 13, 1999  
**FLSA:** Exempt  
**Job Code:** 7327  
**Start Rate:** \$13.61 per hour

#### **SUMMARY**

Under the direction of the Chief Judge the incumbent performs varied confidential administrative duties. Compiles and types departmental reports requiring moderately complex data gathering and research. Independently composes responses to routine correspondence. Processes and monitors all court system purchases and expenditures utilizing spreadsheet applications. Assist in gathering data for budget preparation and reporting variances. Answers phones, directs calls and gives information to callers. Sorts and delivers mail. Files, Photocopies and performs general office duties such as ordering office supplies, maintaining office equipment, placing facility repair calls, scheduling appointments, making travel arrangements, arranging furniture and office moves, etc. Handles court publication subscriptions and assists court personnel by performing routine administrative tasks. Demonstrates a proficiency in Windows-based word processing, spreadsheet, database software applications and is familiar with presentation software applications. Creates and maintains departmental database files. Records courtroom proceedings utilizing Lanier recording equipment and writes minutes of such proceedings.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **TIME PERCENTAGES**

Must adhere to the Mashantucket Pequot Tribe's Policies and Procedures and the Mashantucket Pequot Standards of Conduct for Nonjudicial Tribal Court Employees.

Performs miscellaneous general administrative office duties, such as: completing forms, ordering office supplies and maintaining office and recording equipment. Prepares and processes forms and reports, such as vacation, payroll, expense 25%

reports, etc. Collects and inputs statistical data into database for use in departmental reports. Photocopies and collates materials. Sets up and maintains office administrative files and records. Assembles manuals and other office materials using related office equipment. Communicates with individuals within and without MPTN departments to maintain a smooth, friendly and efficiently run office. Initiates follow-up on matters as appropriate. Assists court staff with administrative and clerical duties.

Answers telephones, screens calls, takes messages, responds to general inquiries and directs calls to appropriate parties. Receives visitors and ascertains the nature of business, communicates in a personable manner and conducts visitors to the appropriate staff person. Initiates calls to coordinate meetings, special events and travel. Receives and fills requests for court forms and subscriptions to court system publications. Prepares presentations utilizing presentation software. 20%

Prepares and monitors all requests for purchase orders and check requests. Maintains log of all court expenditures authorized by Chief Judge in compliance with budget limits. Checks monthly operating reports and deposit records for variances, independently investigates variances and reports findings to Chief Judge for further action and resolution as necessary. Researches cost information and assists in preparation of departmental budget. 20%

Types and transcribes documents and reports from hard copy or dictation, including meeting minutes, forms, charts, graphs and reports of a confidential or statistical nature. Proofreads and ensures accuracy and completeness with regard to spelling, grammar, composition and format. May attend and take meeting minutes. Independently composes correspondence to respond to routine inquiries or report status. 15%

Receives, opens, and distributes incoming mail while safeguarding confidentiality. Pulls case and correspondence files and attaches related correspondence. Prepares outgoing mail. Receives and sends facsimile and electronic messages. Receives job announcements and maintains bulletin board of public announcements. 15%

Records and takes minutes of courtroom proceedings using 10%

Lanier recording equipment.

Performs other related duties as assigned. Attends job performance enhancing training. 5%  
100%

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High School diploma or the equivalent (GED) plus four (4) to six (6) years of related work experience is required. Associate's degree or higher in related field preferred. Touch typing skill required. Must demonstrate a proficiency in using common software packages for Windows-based word processing, spreadsheets, and databases. Familiarity with using graphics and presentation software is desirable but not required. Knowledge of general legal and accounting terminology desirable. Outstanding interpersonal skills required. Ability to communicate with tact and diplomacy and handle confidential and sensitive matters is essential. Ability to meet deadlines and to adjust priorities to accomplish departmental objectives is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid motor vehicle driver's license is required.

### **LANGUAGE SKILLS**

Ability to read and comprehend basic oral and written instructions, correspondence and memoranda. Ability to write routine business correspondence. Ability to effectively present information in one-on-one and small group situations. Ability to communicate effectively with other employees, users of the court system and the public in a personable and helpful manner.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar, pie and line graphs. Basic knowledge of algebra required in order to write simple spreadsheet formulas.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving concrete variables in standardized situations. Ability to discern future problems or concerns and

independently initiate proactive solutions. Employee must be highly organized, attentive to detail and methodical.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to handle, feel, print neatly, and touch-type; reach with hands and arms; and talk clearly and hear accurately. Good memory skills are required. The employee is required to frequently stand, walk and occasionally, to crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, accurate discernment and recording of numbers and letters, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is that which is typically found in an indoor climate controlled office environment.

The noise level in the work environment is usually quiet to moderate.

Send resumes, job bids, and applications to:

**Human Resources  
Mashantucket Pequot Tribal Nation  
Route 2 / P.O. Box 3777  
Mashantucket, CT 06339-3777**

THE MASHANTUCKET PEQUOT TRIBE PRACTICES INDIAN PREFERENCE IN HIRING (Public Law 93-638) AND IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.