

PENOBSCOT NATION

**TRIBAL ADMINISTRATION
HUMAN RESOURCES**



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: 5/15/2024

CLOSING DATE: 5/28/2024

Administrative Assistant III

JOB STATUS:

Administrative Assistant III
Career Field: Clerical F
Pay Range: \$20.45 - \$28.37 per hour
Category: F
Status/Term: Full Time, Regular

LOCATION:

Penobscot Nation
Tribal Administration
Classification: Full-time
12 Wabanaki Way
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High School diploma or equivalent required. Associate's Degree in a related field from an accredited school preferred. An equivalent combination of education and experience that demonstrate ability and professional knowledge will be considered. Prior secretarial, paralegal, or Human Resources support experience required. Excellent interpersonal, verbal, and written communications skills required. Self-direction, organization, motivation, and attention to detail required. Proficiency in or knowledge of using a variety of computer software applications, especially Excel or Microsoft Word software required. Knowledge of office administration procedures required. Ability to operate most standard office equipment required. Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines required. Good to excellent spelling, grammar and written communication skills required. Ability to maintain a high level of confidentiality required. Native American preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures. Two (2) to five (5) years of related experience required.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary's Office at the Nick Sapiel Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-opportunities>
- Submit completed applications and resume along with certifications to Human.Resources@penobscotnation.org
- For further information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Administrative Assistant III

Department: Human Resources

Reports To: Human Resources Director

Rate of Pay/Category: \$20.45 - \$28.37 / Clerical F

Status/Term: Full-time, Non-Exempt

JOB SUMMARY:

Under the guidance and supervision of the Human Resources Director, the Administrative Assistant III performs a variety of intermediate level and confidential human resource duties associated with recruiting and retention, new hire orientation and processing, benefits administration, and maintenance of HR Department files. The Administrative Assistant III provides HR services ensuring high quality, accuracy, and consistency of work. The Administrative Assistant III also provides administrative support to the Administrative Legal Analyst. Technical knowledge and skill as well as utmost confidentiality in handling highly personal issues are required.

ESSENTIAL DUTIES/RESPONSIBILITIES:

- Supports the Human Resource Director in assuring that the Penobscot Nation attracts and retains qualified applicants for open positions through the following activities:
 - Conducts application activity including distributing applications to interested applicants, processing applications upon receipt, tracking applications, distributing applications internally as appropriate.
 - Prepares copies of applications for Personnel Committee and Department Director for review following closing of position.
 - Schedules interviews, prepares interview packets (including reference checks conducted by HR Director) and assists HR Director in coordinating Personnel Committee meeting.
- Conducts new employee activity including the following:
 - Prepares new Employee Orientation packets.
 - Creates new employee file and ensures that all required documents are in order.
- Assists Human Resources Director in performing various human resources duties in support of the Penobscot Nation, including:
 - Responds to benefit inquiries from managers and employees on plan provisions, benefit enrollments, status changes and other general inquiries.
 - Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.

- Assists HR Director with annual audit and review of employee benefits.
 - Coordinates Worker's Compensation Program through processing WC First Report and Injury online to WCC and MEMIC, scheduling employee with Occupational Health provider if needed and promptly notifying HR Director of incident.
 - Prepares reports to DOL as directed.
 - Monitors required background investigation renewals (child Care, Police, Social Services, I.H.S. etc.) per schedule, assists with processing renewal and informs HR Director of status.
 - Assists HR Director in processing and administering medical, personal, disability and/or FMLA paperwork.
 - Verifies employment status requests from authorized entities such as banks, courts, DHS, etc.
 - Maintains personnel files in compliance with applicable legal requirements.
 - Maintains Human Resource Information System records and compiles reports from database as needed.
 - Assists HR Director with various research projects and/or special projects.
- Performs a variety of needed administrative support duties for the HR Director and Administrative Legal Analyst; including but not limited to the following:
 - Makes photocopies, faxes documents, and performs other administrative functions.
 - Processes Purchase Orders, Accounts payable and related items.
 - Transcribes personnel Committee Meeting minutes.
 - Assists with preparation of events, training sessions, meetings, etc.
 - Monitors and maintains assigned budgets, i.e. Human Resources and Legal Department.
 - Prepares all deeds for recording at the Registry for the Administrative Legal Analyst.
 - Types and prepares legal documents for the Administrative Legal Analyst.
 - Monitors the legal expenses for the Legal Department.
 - Interacts harmoniously and effectively with others, focusing upon the attainment of Penobscot Nation goals and objectives through a commitment to teamwork.
 - Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
 - Performs other related tasks, as requested.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

High School diploma or equivalent required. Associate degree in a related field from an accredited school preferred. An equivalent combination of education and experience that demonstrate ability and professional knowledge will be considered. Prior secretarial, paralegal, or Human Resources support experience required. Excellent interpersonal, verbal, and written communications skills required. Self-direction, organization, motivation, and attention to detail required. Proficiency in or knowledge of using a variety of computer software applications, especially Excel or Microsoft Word software required. Knowledge of office administration procedures required. Ability to operate most standard office equipment required. Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines required. Good to excellent spelling, grammar and written communication skills required. Ability to maintain a high level of confidentiality required. Native American preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures. Two (2) to five (5) years of related experience required.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Must be able to exert moderate physical effort with occasionally walking, standing, reaching, stooping, bending, kneeling, crouching, frequent typing, and lift and carry material weighing up to 25 pounds.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request.