



EMPLOYMENT OPPORTUNITIES

Job Title: Administrative Assistant

Closing Date: 1/28/2026

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 25-004-2

Job Type: Full-Time Regular

Department: Communication & Public Affairs Office

City: Sacaton, AZ

Locations: 525 W. Gu U Ki Road

Area of Interest: Administration Support

Salary/ Hourly Rate: \$42,123.20 - \$62,123.20

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Administrative Assistant performs a variety of administrative support work to ensure smooth and efficient operation of the office; tasks include managing departmental programs, supervising secretarial and clerical staff.

ESSENTIAL FUNCTIONS:

- Monitor daily office operations; train, assign duties, evaluate, and discipline clerical staff in accordance to personnel policies and procedures; maintain confidential employee files; authorize timesheets and leave requests.
- Develop, maintain, and retrieve spreadsheets and/or databases necessary to prepare monthly, quarterly and annual reports.
- Review, edit, and revise correspondence, reports and proposals prepared by staff prior to submission to director; compose and finalize correspondence from director.
- Prepare budget forms and assist in overseeing department expenditures; maintain departmental records for payroll, equipment inventory, cuff account, travel, grant projects, and financial projection.
- Authorize vouchers and/or purchase orders; oversee the preparation of monthly billing; order supplies and equipment; solicit and review bids; and oversee maintenance of equipment.
- Serve as department liaison with other agencies/departments; may perform duties of acting director in their absence by attending staff, committee and/or Council meetings.
- Maintain calendar for director; schedule meetings; prepare travel arrangements; ensure director is provided with regular updates on compliance issues and contracts.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Considerable knowledge of office management procedures, business English, word processing, etc.
- Working knowledge of budgets and accounts payable/receivable procedures.
- Some knowledge of ordinances, practices, procedures, and terminology of governmental operations.
- Must be skilled in providing superior customer service for both internal and external customers.
- Ability to plan, supervise and coordinate work of others.

- Ability to coordinate the completion of multiple assignments.
- Ability to prepare, justify, and monitor a budget.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EDUCATION/EXPERIENCE:

- High School diploma or GED and a minimum of three (3) years full-time administrative support or closely related work experience to include a minimum of one (1) year supervisory experience.

(Internal Employees)

As a condition of employment, supervisory experience may be supplemented based on the following terms: Must successfully complete the following courses within six (6) months from date of hire/transfer; Leadership, Management and Employment Law series offered through the Gila River Indian Community Leadership Learning Lab (L3).

ADDITIONAL REQUIREMENTS:

- Required to obtain a Tribal Driving permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**
- Required to pass a background check as a condition of employment and must continue to maintain throughout duration of employment. Background checks are required for positions that involve regular contact with or control over Community Children in accordance with ***The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63*** and positions that have regular contact with the Elderly.

Supervisory, Salaried Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the ***Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)***. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)
 Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)
 Preference point for Spouse of Community Member (with proof of spouse enrollment)
 Preference point for Veteran (must meet statutory requirements)

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