



Tucson Indian Center

Human Resources Department

160 N. Stone Ave * Tucson, Arizona * 85701

PH: 520.884-7131 FAX: 520.884-0240

Job Description

Job Title: Administrative Assistant

Salary: Grade 25 Non-exempt DOE

Status: Permanent, Full-Time

Hrs. /WK: Forty (40) hours per week

Department: Health Services

Job Location: Tucson, Arizona

Job Summary:

Embraces and Embodies the Identity Document's Mission, Purpose and Vision Statements; Core Values; Guiding Principles and Strategic Goals. Responsible for assisting the Health Service Director and managers with administrative matters.

Essential Functions:

1. Provides administrative support to the Health Service Director and managers.
2. Files and retrieves documents, records, and reports.
3. Tracks all department contracts, including contacts and expenditures, and assists with competitive bidding for contracts.
4. Completes the credentialing of clinical providers when needed.
5. Completes purchasing requests, including requests for department office supplies.
6. Analyzes operating practices, policies and procedures to create new, and/or to revise existing policies.
7. Prepares reports and documents, such as monthly reports, analyze raw data and summarize findings and annual reports.
8. Schedules and coordinates logistics of meetings.
9. Reads and answers correspondence.
10. Provides back-up coverage to clinic Front Desk receptionist/Medical Records Clerk.
11. Performs other duties as assigned.

Required Knowledge, Skill and Ability:

- Knowledge of local American Indian community
- Skills in excellent customer service, including professional and courteous communication
- Knowledge in Microsoft Office Suite
- Ability to maintain confidentiality
- Ability to utilize all office equipment and electronic communication devices

- Ability to function in a proactive manner and with limited supervision.
- Verbal and written communication skills
- Time management and ability to meet deadlines
- Interpersonal skills
- Problem solving

Required Experience and Training:

Associates Degree in Administrative Assisting;
OR

A high school diploma or GED equivalent with minimum combination of four (4) years of work experience in the administrative support role, secretarial job or personal assistant.

Additional Requirements:

- Must obtain a HIPAA certification within 2 weeks of hire.
- Must pass Arizona DPS Fingerprint Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

Working Conditions:

While performing the duties of this job, the employee is regularly sitting. The employee must occasionally lift and/or move up to 30 pounds.

Supervisory Status:

Non-Supervisory
Reports to Health Services Director

Reviewed and Approved By:

_____	_____
Department Director	Date
_____	_____
Human Resources Representative	Date
_____	_____
Executive Director	Date

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 Tucson Indian Center is 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 Tucson Indian Center is an Equal Opportunity Employer.

Revision No: 1

Revision Date: 5/2/2022