



## Rincon Band of Luiseno Indians

### Contact Us:

One Government Center  
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

[www.rincon-nsn.gov](http://www.rincon-nsn.gov)



# JOB ANNOUNCEMENT

**Title:** Administrative Assistant II

**Requisition Num.:** 030-2025

**Open Date:** 09/09/2025

**Closing Date:** Until Filled

**Department:** Housing, Facilities & Land Use **Classification:** Full-Time/ Non- Exempt

**Salary:** Commensurate with Experience

**Location:** Valley Center, CA

**Opportunity:** Under the direct supervision of the Housing Facilities and Land Use Director, the Administrative Assistant II will perform complex secretarial and administrative assistance duties to relieve the Housing Facilities and Land Use Director of administrative detail; plan, coordinate and organize office activities and flow of communications; assure smooth and efficient office operations; maintain confidentiality of privileged and sensitive information; assist in budget preparation; serves as a liaison for incoming calls for both the Rincon Housing, Facilities and Land Use Department and the Rincon Public Works. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

### JOB RESPONSIBILITIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Provide clerical support to management; organize and expedite the flow of work.
- Perform administrative tasks designed to relieve management of clerical and administrative duties; coordinate department-related communications as assigned including memos, letters, staff reports.
- Performs a variety of skilled clerical work, including typing, proofreading, filing, checking, and recording information.
- Establishes and maintains record systems and files; updates and maintains complex records and reports including those of a confidential privileged and sensitive nature.
- Receive visitors, including the community, Rincon Tribal Members, vendors, and staff; provide detailed and technical information concerning policies and procedures where judgment, knowledge, and interpretation of procedures and regulations are required or direct to appropriate personnel.
- Assure timely communications between assigned offices and with the Rincon Tribal Government Departments; resolve issues as appropriate; refer difficult situations to the Housing Facilities and Land Use Director.
- Compose, independently or from note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, special projects, and other materials; established and maintain a variety of office files.

**To Apply:**

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to [jobs@rincon-nsn.gov](mailto:jobs@rincon-nsn.gov).

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.

**JOB RESPONSIBILITIES CONT'D**

- Generate and modify various documents as assigned; compiles reports, handbooks, and special projects from a variety of sources; initiates queries and generates various computerized lists and reports.
- Inputs a variety of program-related data into an assigned computer system; assures accuracy of input and output data.
- Updates and maintains assigned calendars; arranges and schedules meetings, appointments, and interviews; assists with arranging and scheduling special events, professional development events and other program-related events.
- Assists management with meeting preparation; sends invitations, prepares agendas, makes copies of handouts and materials, reserves and sets up conference and meeting rooms; accordingly, arranges for meeting refreshments; attends assigned meetings and takes meeting notes; distributes meeting notes to appropriate parties.
- Performs a variety of clerical accounting duties including purchase requisitions and invoices; receives shipments and materials in accounting systems, tracks and monitors assigned budgets according to established procedures; prepares budget modifications as assigned.
- Prepares service requests in specialized computer software.
- Prepare and process Training Request Forms; arranges travel including hotel accommodations, flights, vehicle rentals; confirms payments are processed including per diem, third party credit card authorizations.
- Receive, screens and routes telephone calls – including incoming correspondences and visitor's inquiries, take and relay messages as appropriate; serve as a resource to others concerning policies and procedures. Answers the General Services main line responding to inquiries and forwards calls accordingly.
- Independently composes correspondence, answers inquiries, and provides technical information related to assigned program, policies, and procedures.
- Manages office systems and perform supply management for office, breakroom, IT, and janitorial supplies.
- Assist management with providing information as is appropriate and help to resolve public service or operational complaints; establishes and maintains positive customer service.
- Perform special projects as assigned.
- Proficient with Microsoft product (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problem, problem solving skills through the use of available trainings and helpdesk.
- Completes administrative tasks correctly and on time while demonstrating accuracy and thoroughness.
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- The employee must be able to handle frequent interruptions and must also multitask and interact with a wide variety of people on various and, at times, complicated issues.
- The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with challenging topics.
- There are multiple deadlines associated with this position and the employee may be required to work overtime as directed by Director when necessary to reach goals.

### Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

**Resumes will not be accepted in lieu of completed application forms but may be attached.**

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### OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our employee portal.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Attends required meetings and trainings.
- Perform other related duties as required.
- Other duties may be assigned at the discretion of the Director or designee to fulfill the government's needs, objectives and/or goals.

### QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent Rincon Tribal Government effectively and professionally in a public venue.

### **Education/Experience and/or Training:**

- Graduation from a U.S. high school, G.E.D. or equivalent from a U.S. institution, or a California High School Proficiency Examination (CHSPE) certificate is required.
- Any combination of education and experience equivalent to: graduation from high school supplemented by college-level coursework in business; office management or a related field; or four years of responsible secretarial or administrative assistance experience involving public contact.

### **Licenses or Certifications:**

**The following license and certification are required to be maintained throughout employment and are not subject to waiver:**

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- California Notary Public preferred.

### **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 PowerPoint presentations, flyers, brochures, booklets, etc.
- 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.
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**Benefits**

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits 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.

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**Rincon Tribal Government – Core Values***Trust**Integrity**Open and Honest Communication*

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