

ORGANIZED VILLAGE OF SAXMAN

Position Title: Tribal Secretary

Type of Position: Half Time – Permanent

Supervisory Position: Yes () No (xx)

Reports To: Tribal Administrator

SUMMARY

The Tribal Secretary will provide advanced confidential secretarial services to support Tribal Administrator and the Saxman I.R.A. Council in recording meeting minutes, correspondence, memorandums, and essential tribal documents. This position includes assisting tribal members with Central Council program and service applications. The work performed is reliant upon independence, initiative, and an ability to work under pressure with considerable knowledge of tribal procedures with direction from the Tribal Administrator.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Responsible to direct all inquiries to the proper office in cooperation with other program staff of the Saxman I.R.A. Council.
2. Responsible for the preparation of packets and meeting notices for tribal Council and committee meetings and hearings. Responsible for accurately recording, editing, and completing tribal minutes in a timely manner for all tribal council meetings (evening work is required) and is responsible for maintaining essential tribal records and managing file systems.
3. Assist in areas of research for grant writing and responsible for thorough proofreading and correcting all typed material from the Tribal Administrator's office. Assist program coordinators and specialist in grant preparation and clerical duties as directed by the Tribal Administrator. Must have a background in office management, computers, accounting, and grant preparations.
4. Coordinate all incoming and outgoing tribal correspondence and schedule tribal appointments in a judicious and effective manner. Occasionally arranges and distributes community flyers promoting tribal information to tribal members.
5. Conduct and manage tribal transportation arrangements and accommodations for tribal council members' local and distance meetings, training, conferences, and workshops.
6. Assist in processing tribal requisitions, purchase orders, invoices, forms for employment, training, housing, education, business, and tribal program assistance forms while maintaining discretion and strict confidentiality.
7. Performs all initial contact in small office with general public, and is responsible for maintaining a courteous and professional image, and exercise initiative in influencing positive public relations for the Saxman I.R.A. Council.
8. Insure prior to submittal or submission of tribal documents that a review and approval is completed by Tribal Administrator.
9. Be informed of tribal programs available to tribal members and assist as directed by Tribal Administrator.
10. Provide clerical and administrative support to tribal program employees as time allows.
11. Assist with annual tribal election procedures as requested.
12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, and ABILITIES

Requires knowledge in advanced secretarial duties, including a broad knowledge in office and information management, and grant preparation. Must have strong organizational skills, and the ability to articulate with a high degree of accuracy in writing, telephone skills, and daily verbal communication. Must have the ability to understand computer programs used in offices (IBM compatible systems) and can perform work with spread sheets, graphics, and statistical data, and must type accurately at 60 wpm Must enjoy working with people and being a team player. Must exhibit a cheerful and polite attitude, and adhere to a strict competence in confidentiality. Must be dependable and punctual.

MINIMUM QUALIFICATIONS

Associate Arts degree and/or minimum two years course work and experience in secretarial work or office and information systems preferred. Must have a high school diploma. Must be able to operate office equipment such as fax, copier, lap top, power point projector, calculator, and other equipment. Must have a background in computers (IBM compatible systems) including knowledge in MS Word, MS Excel, and Ms Outlook, and can perform work with spread sheets, power point programs, graphics, statistical data, and must have a typing speed of 60 wpm with a high degree of accuracy. Must be able to lift 35 pounds.

Qualified Organized Village of Saxman tribal member preference will apply in compliance with the Organized Village of Saxman T.E.R.O. Ordinance #97-07-001, Section 4.