



HOH INDIAN TRIBE

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Position Description

Job Title	Tribal Council Secretary
Department	Administration
Reports To	Executive Director
Status	Permanent- Part Time
Salary Range	\$13.00 – \$17.00
Location	Hoh Tribe Reservation

Position Summary

Tribal Council Secretary provides administrative clerical support in a confidential environment to the Tribal Council. Responsibilities include coordinating travels, assisting with departmental budgets, maintaining office equipment, researching and initiating requisitions and purchase orders, maintenance of departmental records, assistance with data entry, assisting with the development of reports and presentations, coordinating calendars and meetings, and greeting and redirecting internal and external customers as appropriate.

Duties and Responsibilities – Duties include, but are not limited to:

- Communicates with internal and external customers, conveys and receives information, responds to customer inquiries or redirects to appropriate parties.
- Compiles data from a variety of sources and generates reports as needed.
- Coordinates calendars, organizes staff meetings, creates meeting agendas and facilitates handouts.
- Coordinates travel arrangements and overnight accommodations in accordance with Tribe policies and procedures.
- Sorts and distributes mail, supplies and incoming faxes. Prepares and distributes documents and other written communications as directed.
- Ensures assigned duties and responsibilities are completed in a professional, competent manner and responses issued in a timely manner.
- Maintains a wide variety of manual and electronic documents files and records to include budget data, compliance reports, purchase orders, travel requests, leave requests, and departmental data for state and federal reporting.
- Follows established administrative guidelines and legal requirements under direction of supervisor.
- Maintains an inventory of office supplies and equipment to ensure items are accounted for and office supplies are available when needed. Monitors and records equipment issued to personnel and maintains a log of all assigned and unassigned equipment.
- Ensures safety and security of the office environment and notifies supervisor of potential risks and/or breaches in security.
- Provides clerical support for a variety of meetings, workshops and/or trainings, records meeting minutes and issues final record to attendees.

- Prepares and distributes documents, correspondence, forms and mailings for department head.
- Communicates information and issues written responses as directed by department head in responding to community or organizational requests for information.
- Provides general guidance to departmental staff on administrative policies and procedures and disseminates policy or procedural changes as directed by supervisor.
- Performs other related duties as assigned.
- Other duties may be assigned as needed.

Skills and Specifications:

Knowledge of:

- Modern secretarial best practices, filing systems and records retention.
- General knowledge of accounting principles and practices.
- Tribal policies and procedures.
- Function, operation and maintenance of office equipment.
- Operation of microcomputers and related software, to include Word, Excel and Power Point.
- Database management and reporting.
- Written correspondence formatting and distribution.

Ability to:

- Follow-up agenda items as directed by supervisor.
- Establish and maintain electronic and hard copy filing systems.
- Demonstrate keyboarding skills at 35 wpm.
- Communicate effectively both verbally and in writing.
- Attend to detail and follow tasks through to completion.
- Organize work, problem solve and make sound decision.
- Develop and maintain effective working relationships with multicultural, diverse individuals and groups.
- Remain flexible to changes in assignments or working hours.
- Operate and maintain a variety of office equipment including microcomputers, copiers, projectors, printers and other related equipment.
- Effectively plan and coordinate large events.
- Prepare and maintain accurate records.
- Use a variety of communication systems such as electronic mail, computers, document readers, smart boards, etc.
- Comply with board and departmental policies and follow administrative procedures.

Minimum Qualifications:

High school diploma or equivalent and one year of increasingly responsible administrative experience in support of a large department or organization; OR

ATA or Associate's degree in accounting, public administration, business management or related field. Prior administrative experience preferred.

Offer of employment is subject to pre-employment alcohol and drug testing and a criminal background check.

Job Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Employee regularly works indoor conditions with routine exposure to video display. Noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to sit and occasionally required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; communicate effectively and listen to understand. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a criminal history background check.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, Tribal origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment.