



HOH INDIAN TRIBE

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Position Description

Job Title	Administrative Secretary to the Hoh Tribal Business Committee
Department	Administration
Reports To	Executive Director
Status	Permanent / Full Time
Salary Range	\$15.00 P/HR
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary This employee is responsible for performing clerical and/or record keeping tasks required in the daily activities of work as well as recording, maintaining, and retrieving records, facts, and minutes of the official business of the Hoh Tribe Business Committee.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Performing complex clerical and secretarial work involving frequent detailed duties of an administrative nature.
- Being an efficient stenographer in taking and transcribing oral dictation.
- Exercising good judgment in establishing or adapting work procedures to new situations and in performing varied clerical and administrative services.
- Preparing replies to correspondence from brief dictated notes or on own initiative.
- Screening telephone calls and incoming mail.
- Searching files for a variety of source materials to serve as background for reports.
- Doing work, other than stenography, which includes a wide variety of complex clerical tasks requiring the application of independent judgment and knowledge of regulations, policies, or procedures; setting up files.
- Keeping appointment calendar as requested.
- Taking and transcribing minutes of meetings.
- Preparing material for meetings: notices, resolutions, agenda, and related reports.
- Handling personal or confidential mail.
- Providing official records to state auditors and attorneys as directed and to the public and the press upon request.
- Developing and maintaining a filing and retrieval system for all minutes and records.
- Performs other related duties as required.

Skills and Specifications

- Must adhere to the personnel policies and drug and alcohol policies.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check
- Thorough knowledge of business English, spelling, and punctuation.
- Thorough knowledge of office practices and procedures.
- Ability to compose letters and memoranda independently.
- Extensive knowledge of the operations, functions and scope of authority of departments and offices related to handling and disposing of information and requests for information.
- Ability to receive the public and to make decisions based on mature judgment to relieve the schedule of the administrative superior.
- Ability to maintain effective working relationships with officials, department heads, other employees and the general public.
- Extensive experience in performing complex clerical work of a progressively responsible nature.
- Ability to type 50 words per minute.

Education and Qualifications

- Must obtain or have a Valid Washington State Driver's License
- High School Diploma or G.E.D. required.
- Satisfactory completion of a secretarial training program preferred.
- Secretarial experience preferred.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in selection process for this position because of race, color, age, sex, national origin, physical handicap, 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 are encouraged to apply.