

JOB ANNOUNCEMENT

POSITION: Executive Secretary/Executive Assistant

DEPARTMENT: Tribal Executive Offices

SUPERVISOR: Chief Executive Officer

SALARY: Grade 23, Step 1 \$23.39 Hr.

CLASSIFICATION: Exempt

LOCATION: Owyhee, NV

OPENS: November 18, 2021 CLOSES: December 7, 2021

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number. Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATIONS: This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive Tribal and personal data. This position has access to sensitive data of the Tribal Council and Executive Office. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

INTRODUCTION:

This position is located in the Executive Offices of the Tribal Chairperson and Chief Executive Officer at the Tribal Headquarters and serves as an assistant/secretary and is responsible for performing a variety of clerical, secretarial and administrative duties in connection with management of the office. The incumbent acts independently in the performance of duties and will assist the Chief Executive Officer (CEO), Tribal Chairman and Tribal Council and in performing various projects and activities. The Executive Assistant will assist other programs under the supervision of the CEO.

SPECIAL CONSIDERATIONS:

This position is subject to initial and suspicion less (random) drug testing and a thorough background check because of access to confidential information for tribal projects, financial records, cash and sensitive data. Incumbent must meet the conditions to be bonded. Incumbent regularly operates a tribal vehicle.

BASIC FUNCTIONS:

Under the direct supervision of the Chief Executive Officer, the incumbent assists executive management with clerical, secretarial, administrative and technical support including but not limited to the preparation of correspondence, financial documents, travel arrangements, reports, calendar of appointments/activities. The incumbent manages all aspects of Business Council Meetings to include: packets, notices, set up, recording, transcription, dictation and written correspondence. The incumbent will assist in the development of presentations, contracts, grants, and budgets directly related to the Business Council and executes assignments, including dictated and written or composed correspondence and notices to the membership. The incumbent plans and carries out the work of the office, addresses situations and deviation in accordance with established instructions, priorities, policies, commitments and program goals of the supervisors. Incumbent must have the ability to maintain a good working relationship with all co-workers and with the general public.

SUPERVISORY CONTROLS:

Work is performed under the general supervision Chief Executive Officer, who defines the overall goals and objectives of the work in the office. Completed work may be evaluated for appropriateness, soundness and conformance to policy and requirements.

WORK ENVIRONMENT/CONDITIONS:

The work environment involves the normal risks and discomforts typical of an office. Position may require extra work hours to meet deadlines.

TRAVEL REQUIREMENTS:

Incumbent must be willing to travel out of state during the course of employment.

JOB DUTIES & RESPONSIBILITIES:

1. Collects, logs and reviews all incoming agenda requests for Regular or Special Business Council Meetings. Prepare tentative agendas and reviews items with the Chairperson for finalization of agenda.
2. Creates paper and electronic meeting packets for the Business Council, Administrators and Community once all necessary documentation is provided.
3. Attends Council Meetings, including night meetings, records meetings, transcribes notes, prepares draft of notes and after approval of the Business Council, finalizes the same. Composes letters, memoranda, and reports from dictated, handwritten notes or other sources in accordance with actions taken in the meetings and distributes on behalf of the Tribal Chairman and/or Business Council.
4. Prepares approved resolutions and ordinances of the Shoshone Paiute Tribes and provides the same to the BIA for their review and approval. Works with BIA to ensure they have completed their review in a timely manner.
5. Services as a Travel Coordinator for the Executive Offices and employees under the CEO's supervision. Researches, coordinates and completes travel authorizations (in accordance with tribal regulations and Federal Travel Regulations (FTR)) and ensures arrangements are addressed in a timely manner. Assists with the timely submissions of travel statements once the travel is completed (i.e. obtaining copies of travel receipts.)
6. Receives, screens and resolves or refer all incoming inquiries, routine correspondence, general information/documents, tribal membership concerns for the Executive Offices. And, routes such information, if necessary, to staff.
7. Composes letters, memorandums, resolutions and other documents related to issues of the Tribal Government and the Executive Offices.
8. Attends Executive Sessions, and other meetings as necessary, with the Business Council to provide/obtain information or reports regarding tribal operations, services and programs.
9. Assists Business Council and CEO with federal, legislative and policy issues. Consults with staff and others on various operating procedures, financial and administrative requirements. Will inform Executive Office staff of necessary actions, requirements of the organization, personnel, meetings and other matters.
10. Acts as a liaison between the Tribes and state, federal or tribal entities to coordinate a variety of meetings, including teleconferencing, and provides assistance during those meetings.

11. Schedules and assist in organizing meetings & activities. Maintains an electronic and/or hardcopy calendar for the Executive Offices and assures that complete information is available for all matters.
12. Schedules and organizes the use of the Council lobby and/or other Executive Office meeting areas.
13. Arranges internal/external meetings and workshops. Sends notices, including arrangements for location, time, people and assists with set up, supplies, equipment, etc.
14. Consults with legal counsel regarding responses to various agencies, opinions and direction, when so authorized by the Tribal Chairman.
15. Practices and promotes a team approach to assist management and ensures accountability throughout the workplace.
16. Manages and operates a variety of office equipment including multi-line phone, polycom system, dictation/transcription devices, cell phones, copiers, scanners, type-writers, computers, laptops, facsimile machines, projectors, PA systems, calculators, i-pads and tablets.
17. Answers incoming telephone calls for the Executive Offices, handles calls if knowledgeable on subject under discussion or directs calls to appropriate department/person.
18. Serves as information hub and provides various information and procedural instructions about the Tribes, via phone calls, e-mails or face-to-face interactions, regarding topics such as, location of departments or offices, employees within the organization, services provided or internal procedures.
19. Notifies tribal/community members of upcoming events by posters, emails, radio announcements, marque notices, etc.
20. Creates and maintains files and official records for the Executive Offices. Maintains confidential/sensitive tribal records on Business Council decisions in accordance with the Privacy Act.
21. Meets public and demonstrate tact, judgment and poise, in all situations.
22. Prepares purchase orders requests, payment requests, meeting pay requests and other internal documents, attached necessary information and submits to appropriate department for finalization.

23. Receives and processes invoices from contractors and keeps an accurate record of such requests. Follows up with the Tribal Finance Department for payments, should any issues arise.
24. Takes initiative to follow through with issues, concerns, correspondence with minimum verbal instructions or guidance.
25. Granted the express authority to utilize tribal signature stamps on routine documents, as authorized by specially named individuals. Must initial all documents received in the executive offices when the name stamp is used.
26. Receives, reviews and maintains copies of bi-weekly timesheets, of staff who are supervised by the Chief Executive Officer. Once all documentation is correct and attached, obtains signature approval and submits to Finance. Also, responsible for the timely submission of the Business Council's timesheets.
27. Receives, tracks and follows up on the timely submission of all program's monthly reports, records submittal dates and distributes to Business Council.
28. Will be required to use Microsoft and Adobe-based programs to fulfill requirements for professional documents generated by the Tribal Council, prepare funeral programs and other items requiring a professional presentation.
29. Upon approval, may print necessary pamphlets, brochures, posters, forms, etc. for various committees of community members for events.
30. Serves as an Events Coordinator and organizes, oversees and ensures completion of all aspects related to special projects and tribally hosted events, such as conferences, lunch/dinner meetings and social gatherings.
31. Completes research for Executive Offices by compiling data for reports, grant/contract applications and other documents.
32. Assists with the preparation of bid advertisements, posts and receives final bids for the Business Council's review and selection.
33. Assists in the review and/or development of presentations, contracts, grants, charts, plans, reports, budgets, policies, procedures and provides recommendations.
34. Accesses the Tribes' accounting program to pull detailed financial reports.
35. Works in conjunction with the Tribal Election Board, as required by the Election Ordinance.

36. Assists tribally affiliated community members with Idaho/Nevada Tax Exempt forms.
37. Delivers or obtains necessary documents (ordinances, resolutions, contracts, etc.) to/from off reservation locations.
38. Maintains office product inventory, (such as: supplies, special paper for funerals and toner for copiers) checks stock to determine inventory level, anticipates needed supplies, places and expedites orders, and, verifies receipt of supplies.
39. Maintains a listing of other tribes, vendors, contractors, associates, etc. to send annual greeting, thank you or sympathy cards to.
40. Maintains professional, executive and technical knowledge by attending educational workshops, conferences or trainings.
41. Will be required to act as a Notary Public.
42. On a temporary basis, may perform other related duties, as assigned.

MINIMUM QUALIFICATIONS/SKILLS REQUIRED

1. Must have a high school diploma or GED.
2. Must have an Associate's Degree in the related field: a minimum of six (6) years of Office Management experience, four (4) years of governmental/executive secretarial experience in a support position for senior management and extensive experience in working with Federal, State, and local agencies and Indian governments; or, an equivalent combination of education and experience.
3. Knowledge of and ability to follow parliamentary procedure and Robert's Rules of Order.
4. Thorough knowledge of operation practices of Tribal Government with the ability to learn, interpret and apply ordinances and resolutions.
5. Thorough knowledge and experience with minute taking for a local, state or tribal government and the use of dictation/transcription equipment and programs.
6. Must be organized and demonstrates the ability to routinely and independently exercise sound judgement in making decision regarding workload, including scheduling and usage of the Business Council and CEO's Offices time and familiarity with utilizing available resources to complete work.
7. Must have excellent time management, analytical and problem-solving skills with an acute attention to detail while demonstrating effectiveness in managing multiple work assignments simultaneously, often under strict deadlines.
8. Demonstrates ability to practice strict confidentiality; demonstrating a level of professionalism, maturity and tact in handling highly sensitive and/or confidential information.
9. Must possess strong interpersonal and customer service skills with the ability to work collaboratively as a team member and cultivate positive working

- relationships with individuals at all levels of the organization, other tribes, governmental agencies/jurisdictions, businesses and the general public.
10. Able to work independently, shows initiative, and take responsibility of all projects and assignments to achieve positive results.
 11. Knowledge of modern office methods and procedures. Computer literate, skilled in operating a computer work station, the internet. Demonstrates full competency in the use of Microsoft-based programs, specifically: Windows, Word, Publisher, PowerPoint, Visio and Excel. As well as, Adobe-based programs, specifically: Reader, Acrobat and Photoshop.
 12. Ability to type 40 words per minute, uncorrected.
 13. Extensive knowledge of community organizations and resources.
 14. Strong leadership ability and presentation skills.
 15. Must be neat and congenial due to relationship with general public on a daily basis; must be able to communicate both orally and in written format in an effective manner.
 16. Knowledge of and ability to identify and correct errors in basic grammar, punctuation, spelling, capitalization and accepted English usage.
 17. Must have a valid driver's license and be insurable with the Tribes' insurance carrier.
 18. Must be able to work within a high stress workplace while tactfully dealing with angry, upset or frustrated individuals.
 19. Must demonstrate cultural sensitivity and knowledge of Native American culture.
 20. Must be punctual.
 21. Must be dependable.