

JOB ANNOUNCEMENT

POSITION: **Secretary/File Clerk**
PROGRAM: **Indirect**
DIVISION: **Tribal Executive/Legislative Offices**
SUPERVISOR: **Executive Secretary/Executive Assistant**
GRADE: **13-17; \$14.22 - \$17.01 (DOE)**
ACCOUNT CODE: **8000-000-6000**
CLASSIFICATION: **NON-EXEMPT**
LOCATION: **Owyhee, Nevada**

OPENS: December 16, 2020

CLOSES: OPEN UNTIL FILLED

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).

JOB SUMMARY:

Under the general supervision of the Executive Secretary/Executive Assistant, the incumbent will perform secretarial duties for the Executive/Legislative Offices and other tribal programs.

BASIC FUNCTIONS:

The incumbent will be under the Executive Secretary/Executive Assistant's supervision and serves visitors by greeting, welcoming and directing them appropriately; notifying personnel of visitor arrival; maintaining security and telecommunications systems. Will serve as a relief for the Executive Secretary within the Executive/Legislative Offices. Will maintain a high level of confidentiality within the Executive/Legislative Offices. The incumbent may have other duties as assigned, within the Tribes, without addition compensation.

DUTIES:

1. Will be required to perform duties such as typing correspondence, travel arrangements, routing documents (electronically & physically) and other duties as necessary to maintain efficiency in the Executive/Legislative Offices; in coordination with the Secretary/Receptionist and Supervisor.
2. Will assist with Council Meeting preparations, day of activities and follow up items. May be required to take minutes/notes for meeting(s), when called upon to do so by Supervisor.
3. Will be responsible for the filing and filing systems for the Executive/Legislative Offices.
4. Will be responsible for posting notices locally and electronically for the Executive/Legislative Offices.
5. Serves as an aide and offers support to all Executive/Legislative Office personnel.
6. Must become familiar with the Secretary/Receptionist Job Duties/Responsibilities, in order to work in direct daily coordination with and serve as back up to that position.
7. Must also be come familiar with Executive Secretary Job Duties/Responsibilities, in order to work in direct daily coordination with and serve as acting, if and when the need arises.
8. Assists with obtaining back-up information, preparing and electronically entering requisitions into the Tribal Accounting System.
9. Assists in answering incoming telephone calls and operating phone system for Executive Offices and Council Chambers Building Offices, as needed. Transfers calls and/or takes necessary messages.
10. Will meet and greet persons entering establishment, determine nature and purpose of visit and direct or escort them to appropriate destinations.
11. Answers and completes tribal members and general public's general information questions and correspondence, in person, on the telephone or through electronic means or will refer inquiries to supervisor and/or the appropriate staff.
12. Will monitor visitor access and maintain security awareness, as needed.
13. Will assist visitors and Executive/Legislative Offices with copies, scanning, emailing, agenda requests, fax information, etc.

14. Assists in creating announcements and memorial cards for community.
15. Assists with organizing Council Chambers, conference and meeting room schedules. And, assists with setting up offices/meeting room(s), as needed, for various meetings to include teleconferencing systems, PowerPoint presentations, etc.
16. Assists in organizing and responding to various community requests (i.e. community vans, sani-huts, etc.), in coordination with and upon the approval from the Tribal Chairman or his designee.
17. Assists with researching and compiling data/information for tribal members, staff, public and Executive/Legislative Offices.
18. Assists with scheduled events, meals, gatherings and meetings, as required.
19. Completes forms in accordance with tribal procedures. Maintains copies of forms for Executive Offices or other staff.
20. Operates, maintains and restocks office equipment, electronics, supplies and other items. Assists with completing orders, stocking and replacing supplies and other various inventory items.
21. Is required to learn to operate new office technologies as they are developed and implemented. (Such as copiers, phone systems, recording systems; and use computers for spreadsheet, word processing, database management and other applications.)
22. Maintains customer confidence and protects operations by keeping information confidential.
23. May be required to work, attend meetings or events after regular business hours and/or on weekends.
24. May be required to take a day trip to local areas for delivery or pick up of documents/supplies/etc.
25. Performs other related duties as assigned by the Supervisor or Executive Office Management.

WORKING ENVIRONMENT & PHYSICAL DEMAND: Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (this may be accomplished with assistive devices); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

MINIMUM QUALIFICATIONS & OTHER FACTORS INFLUENCING POSITION:

1. Must have a High School Diploma or have successfully completed the GED Program.
2. Must have at least two (2) years of experience in secretarial or office experience in an administrative or executive position.
3. Must have a valid Nevada or Idaho Driver's License and be insurable with the Tribes' insurance carrier.

4. Must have general knowledge of tribal administrative procedures, policies/ procedures and laws.
5. Must be skilled in clerical systems; i.e., Microsoft-based programs, managing files and records, designing forms and other office procedures and terminology.
6. Ability to type a minimum of 40 WPM upon hire and within first six (6) months of employment, be able to type a minimum of 55 WPM.
7. Ability to learn and understand new implemented policies/procedures and laws.
8. Must be experienced in operating a computer workstation and competence in the use of the Internet and emailing.
9. Must be detail oriented and have the knowledge of and ability to identify and correct errors in grammar, punctuation, spelling, capitalization and accepted English usage.
10. Must be neat and congenial due to relationship with general public on a daily basis.
11. Shall possess qualities necessary to work as a team and have the ability to maintain a good working relationship with all co-workers and to use good judgment in recognizing scope of authority.
12. Must be dependable.
13. Must be able to handle pressure and stressful situations and show true professionalism with frequent interruptions and a high degree of public contact.
14. Must have customer service, communication, organizational and telephone etiquette skills, a positive attitude and be able to multi-task.
15. Must be bondable.