



Job Title: TRANSCRIBER

Department /Office: Tribal Secretary's Office

Reports to Whom (title): Tribal Secretary

Salary / Hourly Range: 24

Job Classification Code: 8810

Level of Background Check: 1B

Status: Non -Exempt

Driving Required: Yes, As Required

JOB DESCRIPTION:

This position is responsible for translating and transcribing meeting minutes of Tribal Council.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Transcribes minutes into written reports, which involves translating Hopi to English and vice-versa.
2. Process all completed/approved meeting minutes for distribution to Tribal Council and availability to others for information.
3. Maintains/scans a file of recorded tapes, handwritten notes, reports and other pertinent attachments/exhibits for archival purposes. Establish and maintains an effective & efficient records management system in a manner that ensures quick retrieval of documents/information.
4. Assists tribal officials, officials of other agencies/organizations and the general public search and obtain historical records/information.
5. Upon delegation by the Tribal Secretary, performs duties of Tribal Secretary in Tribal Council meetings. Attends and takes meeting minutes using modern voice recording devices and handwritten notes.
6. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

PERSONAL CONTACTS:

Personal contacts are with employees within/outside the immediate work area, Hopi Tribal Council members, and personnel or other agencies public/private organizations/personnel, and general public for the purpose of reporting & exchanging information, coordinating work & projects in progress, and building mutually beneficial professional relationships.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is mostly sedentary and performed in a standard office environment. The incumbent is considered a member of the Tribe's professional staff and as such is required to attend all meetings, work evenings and/or weekends when necessary to accomplish the work. Moderate travel on and off the Hopi reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education: Associates Degree in Business Administration, Secretarial Science or related field;
AND
 - B. Training: Three (3) months training in computer operations that include software applications for word;
AND
 - C. Experience: Two (2) years work experience in the secretarial field that involves dictation, transcribing and translating (hopi to English and vice-versa);
OR
 - D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.
2. Required Knowledge, Skills and Abilities:
 - A. Knowledge:
 - Knowledge of the principles and practices in the secretarial field and transcribing of meeting minutes
 - Knowledge of office management practices and procedures
 - Knowledge of and skill in the use of business English, spelling & math; composition & formatting of letters, minutes, memos, forms, etc., with a high degree of proper usage of punctuation and grammar and identify and correct grammatical errors
 - Knowledge of good customer service principles, practices and quality standards
 - Knowledge of governmental organization and their administrative system.
 - Knowledge of operating modern office equipment, practices and procedures, including electronic management application, i.e., Microsoft spreadsheets, database, communication, word processing, etc.
 - B. Skills:
 - Skill in written and verbal communication for preparing correspondence, project status reports, Action Items, etc., and communicating with others.
 - Skill in operating a computer, applicable software and various office machines/equipment
 - Skill in human relations including effective public relations and presentation methods & techniques
 - Skill in research and projection coordination
 - Skill in steno script and/or shorthand

C. Abilities:

- Ability to interact professionally, effectively and courteous with all customers
- Ability to operate office equipment, computers, printers, calculators, fax, copiers etc., and operate an automobile safely to accomplish duties
- Ability to work independently and exercise sound judgment and professionalism while accomplishing assigned duties
- Ability to pay attention to detail, accuracy and timeline and pride in results, able to work under stressful situation and ability to adapt to change
- Ability to coordinate and handle a variety of administrative functional responsibilities & tasks, office operations, etc., interprets and makes decision in accordance with laws, regulations and established policies
- Ability organize and prioritize workload, and handle a large volume of paper work on a daily basis
- Ability to keep records and files in an accurate and organized fashion; maintain confidentiality, and prepare accurate reports from such records as necessary
- Ability to accept direction and work assignments in a positive manner
- Ability to speak and write the Hopi language
- Ability to establish and maintain positive professional working relationship with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy. All offers of employment is contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.
2. Must possess and maintain a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
3. Speak and understand the Hopi language to communicate with members who prefer to speak Hopi language

CONDITIONAL APPOINTMENT:

1. All offers of employment will be contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other employment screening requirements.

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