



**Job Title: SECRETARY I**

**Department /Office:** Abandoned Mine Lands (AML) Program

**Reports to Whom (title):** Program Manager

**Salary / Hourly Range:** 18

**Job Classification Code:** 8810

**Level of Background Check:** 1B

**Status:** NON- EXEMPT

**Driving Required:** Yes, As Required

**Revised:** 04/18/2014

**INTRODUCTION:**

This position is responsible for the efficient and effective performance of entry level secretarial tasks, including effective public relations, maintaining appointments, screening calls/visitors, and independently handling routine correspondence and informal requests.

**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. Politely greets visitors and telephone callers; ascertains their nature & purpose of visit; assists customers by providing information about the office, functions & activities, policies & procedures, office staff, etc, provides a high level of customer service.
2. Receives, logs-in and routes in-coming mail to appropriate staff, attaches necessary files or material in order to effect prompt responses; responds to inquiries of simple routine general matter on behalf of the supervisor or staff.
3. Composes/prepares routine correspondence for review & signature by supervisor or staff; verifies & reviews material for completeness & conformance with established regulations & procedures; processes requisitions for purchases, payroll timesheets, travel authorizations, related expense claims or any other procedural forms required by the office; monitors renewal dates for memberships, subscriptions, purchase agreements, professional service contracts, etc.
4. Establishes and maintains an effective & efficient records management system; responsible for proper filing & retrieval of documents pertinent to office operations & clientele; handles confidential & sensitive information/data in accordance with established policies & procedures.
5. Maintains office calendar/appointments; participates in planning of the meetings, assists with making arrangements, i.e., preparing agenda packets & notices, scheduling events, securing facilities, acquiring needed supplies & materials, contacting targeted participants, etc.; takes & transcribes meeting minutes, discussions, etc., as necessary.
6. Performs other duties as assigned and authorized to achieve program/office goals and objectives.

**PERSONAL CONTACTS:**

Contacts are with employees within/outside the immediate work area, personnel of other agencies, public & private sector businesses/organizations and the general public.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training, and Experience:
  - A. Education : AAS degree in business management or related areas.  

AND
  - B. Experience : One year work experience in an office environment performing similar duties  

OR
  - C. 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 office management principles, practices and methods.
    - Knowledge of records management and practices.
    - Knowledge of good customer service principles and practices.
  - B. Skills:
    - Skill in verbal and written communications.
    - Skill in effective records management.
    - Skill in prioritizing multiple tasks/projects.
  - C. Abilities:
    - Ability to operate modern office equipment/machines and applicable computer software (QuikBooks).
    - Ability to work independently and exercise sound judgment.
    - Ability to coordinate and handle a variety of administrative functional responsibilities.
    - Ability to deal professionally and effectively when carrying out functional responsibilities.
    - Ability to establish and maintain positive professional working relationships when in contact with others.

**NECESSARY SPECIAL REQUIREMENT:**

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess a valid Arizona Driver's License and pass and complete the Hopi Tribe's Defensive Driving Course.
3. Pleasant personality to work effectively with various organizations and individuals.