



SECRETARY I

Department / Program: Any
Reports To: Supervisor
Salary/Hourly Range: 18
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Revised: 1/5/2017

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:

Education: High School Diploma or GED Certificate;

AND

Experience: Two (2) years work experience in an office environment performing similar duties;

OR

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:

Knowledge:

- Knowledge of tribal governmental organizations, administration and management practices;
- Knowledge of office management principles, practices and methods;
- Knowledge of records management and practices;
- Knowledge of good customer service principles and practices.

Skills:

- Skill in verbal and written communications;
- Skill in effective records management;
- Skill in prioritizing multiple tasks/projects.

Abilities:

- Ability to operate modern office equipment/machines and applicable computer software;
- Ability to work independently and exercise sound judgement;
- 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 REQUIREMENTS:

1. Must possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have been convicted of misdemeanors at the local, state or federal level within the past twelve (12) months of application.
4. Must be able to pass mandatory and random drug & alcohol screening.