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 request.

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 mail to appropriate staff, attaches necessary files or material in order to affect prompt responses; responds to inquiries of simple routine general matter on behalf of the supervisor or staff.

3. Compose/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, discussion, 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 equipment/machines.

MINIMUM QUALIFICATIONS:
1. Required Education, Training and Experience:
   A. Education: High School Diploma or GED Certificate;
   
   AND
   
   B. Training: Knowledge and skill in automated filing systems;
   
   AND
   
   C. Experience: Two (2) years work experience in an office environment performing similar duties;
OR

D. Any equivalent combination of Education, Training or Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:
   A. 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.
   B. Skills:
      • Skills in verbal and written communications.
      • Skills in effective records management.
      • Skills in prioritizing multiple tasks/projects.
   C. Abilities:
      • Ability to operate modern office equipment/machines and applicable computer software.
      • 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 REQUIREMENTS:
1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver’s license and satisfactorily pass the Hopi Tribe’s Defensive Driving Course.