



**Job Title: SECRETARY I**

**Department / Office:** Yuwehloo Pahki Community  
**Reports To:** Community Service Administrator  
**Salary / Hourly Range:** 18  
**Job Classification Code:** 8810  
**Level of Background Check:** 1B  
**FLSA Status:** NON-EXEMPT  
**Driving Required:** Yes, As Required  
**Created:** 05/20/2015

**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.