



Job Title: SUPPORT STAFF ASSISTANT

Department /Office: Tribal Secretary's Office

Reports to Whom (title): Tribal Secretary

Salary / Hourly Range: 22

Job Classification Code: 8810

Level of Background Check: 1B: Sensitive

Status: Non -Exempt

Driving Required: Yes, As Required

JOB DESCRIPTION:

This position consist of performing clerical and secretarial duties in preparation of proposed or pending legislation's support of the Task Teams and Office of Tribal Secretary.

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. Prepares Hopi Tribal Appointed Task Teams (Land, Water/Energy, Law Enforcement, Transportation and Re-Org.) monthly packets, agendas; Organize, establish and maintain and automated records system for Task Teams, correspondence and related tribal records
2. Attends all meetings of Task Teams and records, take meeting minutes, transcribes and finalize for approval by Task Teams. Includes that all finalized meeting minutes are scanned/filed accordingly for informational purposes.
3. Composes routine non-technical correspondence to inquiries. Formats, types, proofreads and corrects grammatical punctuation and spelling errors of Task Teams directives, technical documents and forms, using computer and other office machines.
4. Summarizes actions approved by the Task Teams and submit to the Hopi Tribal Secretary and Hopi Tribal Council members on a quarterly basis. Prepares and process travel authorizations/arrangements, travel expense claims, budget modifications, requisitions and purchase orders; maintain office and tribal cuff accounts.
5. Prepare and inform Hopi Tribal Secretary on monthly Task Team meeting schedules i.e. organize new business action items.
6. Assist visitors and callers, utilizing knowledge of officer operations in the Tribal Secretary's Office and the Legislative Branch of the Hopi Tribe, answer questions, conduct research on information requested, provide information on legislative policies and procedures. Reviews correspondence/documents and refers/routes to appropriate staff members of tribal office.
7. 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: Two (2) years post high school education in Business Administration, Office Education, or related field;

AND

- B. Experience: Four (4) years secretarial/administrative work experience;

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 the principles, practices, methods and techniques of tribal governmental budgeting and accounting, including cuff accounting
- Knowledge of tribal governmental organization, administrative and management practices, practices and methods
- 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 research techniques, methods & procedures and data collection, analysis & organization
- Knowledge of operating modern office equipment, practices and procedures, including electronic management application, i.e., Microsoft spreadsheets, database, communication, word processing, etc.
- Knowledge of meeting transcribing procedures

B. Skills:

- Skill in written and verbal communication for preparing correspondence, budget proposals, 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 managing and organizing multiple projects

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 to become thoroughly familiar with tribal & office mission, goals & objectives, operations, policies & procedures, rules & regulations and provide such information internal & external customer on as needed 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 compose clear, understandable and grammatically correct correspondence on routine, sensitive and confidential matters and to prepare correspondence from Dictaphone, copy and/or rough draft
- Ability to manage multiple projects/assignments simultaneously, meeting required deadlines
- 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.

PREFERRED QUALIFICATIONS:

1. 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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