



EXECUTIVE SECRETARY
OFFICE OF CHIEF ADMINISTRATIVE OFFICER

REPORTS TO: CHIEF ADMINISTRATIVE OFFICER (CAO)
SALARY RANGE: 35
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is responsible for providing advanced-level administrative & secretarial support, excellent customer service, and managing office/program activities in support of management. The work consists of duties that involve various related and unrelated processes and methods that relate directly to assisting the Chief Administrative Officer who oversees day-to-day operation of the Hopi Tribe. Decisions regarding what needs to be completed include the assessment of unusual circumstances, incomplete or conflicting data. The work requires discretion and independent judgement making decisions concerning such things as interpretation of data, planning of the work and refining methods and techniques to be used.

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. At times, work will extend beyond the normal eight (8) hour daily schedule. Occasional travel on and off the reservation may be required. The personal contacts are with employees within/outside the immediate work area, personnel of other agencies, public & private sector businesses/organizations and the general public. The purpose of these contacts is to coordinate work efforts, provide assistance/advisement, exchange factual information and develop a network of services.

ESSENTIAL FUNCTIONS

(This is not a comprehensive listing of all duties. This is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

1. Assists the Chief Administrative Officer in coordinating & monitoring office functional activities and special projects; assists with developing administrative policies & procedures; assists supervisor and/or staff with administrative projects, i.e., researching, compiling & analyzing information/data, verifying & tabulating data, etc.; generates required and special reports; assures timeliness & deadlines are strictly adhered to in achieving the success of the office and confidentiality.
2. Politely greets visitors and telephone callers; ascertains the nature & purpose of contact; provides information about office functions, policies, procedures and staff; when appropriate, responds to and resolves complaints & issues, refers more difficult & complex matters to the supervisor or appropriate staff.
3. Receives, analyzes, logs-in/out and routes in-coming mail attaching necessary files or material in order to effect prompt responses; responds to inquiries of routine matter on behalf of the supervisor or staff; establishes and maintains an efficient & effective records management system; handles confidential & sensitive information & data in accordance with established policies & regulations.
4. Independently composes & prepares routine correspondence, i.e., reports, letters, memos, forms, charts, etc., for review & signature by supervisor or staff; verifies & reviews material for completeness & conformance with established policies; processes requisitions, 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.
5. Assists with the preparation of office budgets & budget amendments/modifications; prepares expenditures, projections and develops cost estimates; maintains a cuff account system to track & monitor expenditures; provides weekly cuff account balance reports to the supervisor for review.
6. Maintains office calendar/appointments, reminds supervisor and staff of upcoming appointments; attends meetings, conferences, workshops, etc.; participates in planning of the meetings, assists with meeting arrangements, i.e., preparing packets & notices, scheduling events, securing facilities, acquiring needed supplies & material, contacting targeted participants, etc., takes and transcribes meeting minutes as necessary.
7. Performs other duties as assigned or authorized to achieve Tribal/Program/Office goals and objectives.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of Tribal governmental organizations, administration and management practices
- Knowledge of principles, practices and methods of tribal governmental budgeting and accounting
- Knowledge of good customer service & research techniques principles and practices
- Working knowledge of computers, applicable software and various office machines/equipment
- Good knowledge of records management systems and practices
- Excellent knowledge of syntax, grammar, spelling and punctuation
- Skill in operating a computer, applicable software and various office machines/equipment
- Excellent verbal and written skill to compose non-technical correspondence, prepare statistical reports, etc.
- Skill in prioritizing multiple tasks/projects
- Good skills in effective records management
- Ability to follow written and verbal instructions
- Ability to plan and accomplish work with in established policies, objectives, priorities and timelines
- Ability to work independently and exercise sound judgment
- Ability to perform moderately complex secretarial work, i.e., review for accuracy, completeness & conformity
- Ability to maintain strict confidentiality of sensitive information
- Ability to establish and maintain positive professional working relationships when in contact with others

MINIMUM QUALIFICATIONS

Education: Associates Degree in Public Administration, Business or closely related field;

AND

Experience: Four (4) years work experience in a government setting, performing office management, complex fiscal, technical and administrative duties to include two (2) years of supervisory responsibilities;

OR

Equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties.

NECESSARY REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of DMV issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.

DESIRED REQUIREMENT

Speak and understand the Hopi language to translate Hopi to English and vice-versa.