



SECRETARY II

OVERVIEW

This position is responsible for performing administrative & secretarial support, excellent customer service, multi-tasking, maintaining records, effective public relations, independently handling routine correspondence and informal requests, and managing office/program activities in support of management.

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 public. The purpose of these contacts is to coordinate work efforts, provide assistance/advisement, exchange information and develop a network of services.

PRIMARY JOB FUNCTIONS (The following duties are not all-inclusive or restrictive)

- 1) 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.
- 2) 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.
- 3) 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.
- 4) Assist with the preparation of office budgets & budget amendments/modifications; prepare expenditures, projections and develop cost estimates; maintains a cuff account system to track & monitor expenditures; provides weekly cuff account balance reports to the supervisor for review.
- 5) Maintain 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.
- 6) Support the Department/Program mission and vision by working collaboratively, coordinating efforts, and communicating effectively.
- 7) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED certificate; AND

Experience: Four (4) years work experience in a professional office environment performing similar responsibilities; OR

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of tribal governmental organizations, administration and management practices.
- Knowledge of principles, practices and methods of tribal government 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 within 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.

NECESSARY REQUIREMENTS

- 1) Required to maintain a valid Arizona Driver's License. *The requirement of a valid driver's license may be waived depending on assigned duties.
- 2) Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 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) No misdemeanor convictions at the local, state, or federal level within the past five (5) years of application.

SECRETARY II

Department / Program / Office

Supervisor: Director/Manager/Supervisor

Salary Range: 33

Classification: NON-EXEMPT

Revised 03/12/2026

APPROVED BY: _____



Human Resources Director

DATE: _____

03/18/2026