THE HOPI TRIBE

SECRETARY I

OVERVIEW

This position is responsible for 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 requests.

Contacts are with employees within/outside the immediate work area, personnel of other agencies, public & private sector businesses/organizations and the public.

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.

PRIMARY JOB FUNCTIONS (The following duties are not 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., providing high level of customer service.

2) Receives, logs-in and routes in-coming mail to appropriate staff, attaches necessary files or material to effect prompt responses; responds to inquires of simple routing general matter on behalf of the supervisor or staff.

3) Composes / 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 meetings, preparing agenda packets & notices, scheduling events, securing facilities, acquiring needed supplies & materials, contacting targeted participants, etc.; takes & transcribes meeting minutes, discussions, etc., 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: Two (2) years work experience in an office environment performing similar duties; OR

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of tribal government 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.
- Skills in verbal and written communications.
- Skills in effective records management.
- Skills in prioritizing multiple tasks/projects.
- Ability to operate modern office equipment/machines and applicable computer software.
- Ability to work independently and exercise sound judgement.
- 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 REQUIREMENTS

1) Required to maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving training.
2) Driving is an essential function of this position. 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 pass mandatory and random drug & alcohol screening.
5) Must not have any felony convictions.
6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.

SECRETARY I
Department / Program / Office
Supervisor: Director/Manager/Supervisor
Salary Range: 26
Classification: NON-EXEMPT
Revised 03/24/2026

APPROVED BY: _____ DATE: 03/27/2026
Human Resources Director