



STAFF ASSISTANT

Office of Tribal Operations

Reports To: Tribal Operations Officer

Salary/Hourly Range: 40

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 07/19/2021

INTRODUCTION

This position coordinates a wide range of office operations & functions, project activities and works with sensitive and confidential information & correspondence. The work consists of duties that involve unrelated processes and methods. Decisions regarding what needs to be completed include the assessment of unusual circumstances, incomplete or conflicting data. The work requires making decisions concerning such things as interpretation of data, planning of the work and refining methods and techniques to be used. This position is strategically located within the Hopi BIA Agency to serve as a direct contact to the BIA functions and operations and to present the Hopi Tribe in matters that impact the Tribe. The incumbent is under general supervision and line authority of the Tribal Operations Officer. The incumbent and supervisor in consultation, establishes objectives and timelines. The incumbent uses knowledge of office management and administrative methods & procedures; and takes initiative in prioritizing and carrying out assignments independently without specific instructions. Work is reviewed and evaluated for compliance with established performance standards, policies & procedures and accomplishments of objectives.

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) Monitors and maintains PL 93-638 Contract narrative and financial reports and other contractual obligations; documents communications regarding proposals, narrative/statistical/fiscal reports and inter-departmental/government documents.
- 2) Coordinates and attends all assigned committee and task team meetings; prepare meeting packets for distribution; conducts and gathers pertinent information from research activities; follows-up on actions required by both committees; drafts and edits meeting minutes for dissemination and approval.
- 3) Prepares and submits office fiscal proposals/budgets, modifications/amendments, reports, and performs general support duties intended to implement administrative actions required by tribal policies and procedures and other related duties as assigned and authorized.
- 4) Provides technical assistance to the Hopi Enrollment Office; encodes 100% of approved enrollee information and updates in the BIA-IRMS; monitors and reviews Tribal Council Resolutions pertaining to enrollment approvals; dis-enrollments or modifications to Base Roll in compliance with the Hopi Constitution and Ordinance #33.
- 5) Reviews Tribal Resolutions ensuring 100% accuracy that enactments are: (1) in accordance with Tribal Constitution authority; (b) approved by a quorum of the Tribal Council; determines if Secretarial review and approval is necessary and ensures that no potential conflicts exist with applicable Federal law; retains and maintains, in conjunction with the Hopi Tribal Secretary, 100% of all Hopi Tribal Council Resolutions and attendant comments and documents for transmittal to the Hopi Agency Superintendent by way of Resolution Summary Reports.
- 6) Independently responds to requests for information, statistics, research or comments from the BIA, Hopi Tribe or other agencies or individuals on subjects maintained by the Office of Tribal Operations.
- 7) Serves as a representative of the supervisor in contact with other employees, officials, outside agency representatives, general public, etc.; issues instructions on behalf of the supervisor as delegated; makes oral presentations to Tribal Council, Budget Oversight Team and management groups in the absence of the supervisor; etc.
- 8) Provides direct supervision to assigned subordinate in order to efficiently complete work projects; provides instruction & training to subordinate regarding work assignments, procedures, methods & techniques, and performance standards; monitors work in progress and evaluates performance.
- 9) Performs other related duties as assigned or authorized to achieve Tribal/Program goals and objectives.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Business or Public Administration or related field;

AND

Experience: Four (4) years' work experience performing highly complex professional secretarial, administrative & technical duties, including account maintenance, data archiving, problem solving, researching information, maintaining confidential information, maintaining office budgets, organizing events, coordinating projects;

OR

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of governmental budgeting and accounting principles, practices & methods.
- Knowledge of office and records management principles.
- Knowledge of customer services practice and quality standards.
- Knowledge of planning, organizing and coordinating administrative projects.
- Skill in verbal and written communication.
- Skill in human and public relations.
- Skill in researching and organization.
- Ability to operate basic office equipment/machines, computers and applicable software.
- Ability to work independently, exercise sound judgement and professionalism.
- Ability to coordinate and handle a variety of administrative functions.
- Ability to maintain strict confidentiality of records.
- Ability to take and transcribe dictation and meetings.
- Ability to establish and maintain positive professional working relationships with others.

NECESSARY SPECIAL REQUIREMENTS

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and complete/pass the Hopi Tribe's Defensive Driving course. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass the 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

Ability to speak and understand the Hopi Language to translate Hopi to English and vice-versa.