



OFFICE OF THE TRIBAL SECRETARY

STAFF ASSISTANT

INTRODUCTION: This position is responsible for performing administrative and technical work in providing secretarial and management support services to the Tribal Secretary, Hopi Tribal Council and Task Teams.

DUTIES: (The following examples of duties are intended to be illustrative only and should not be viewed as all inclusive or restrictive).

1. Provides administrative and technical support to the Tribal Secretary, Hopi Tribal Council and Task Teams in coordinating activities of the Tribal Council Task Teams in accordance with applicable tribal policies and procedures.
2. Schedules and coordinates administrative activities of the Hopi Tribal Council and Hopi Tribal Task Teams necessary for accomplishing and completing goals and objectives.
3. Liaison to tribal programs, outside entities and general public for Tribal council Task Teams; and follows up on actions taken by Task Teams and disseminating information on same.
4. Composes draft correspondence for review and approval by Task Team Chairperson(s) as directed; types & proofreads letters, memos, agendas; verifies & reviews material for completeness & conformance with established regulations & procedures, applies applicable policies & procedures in determining completeness.
5. Conducts research from various sources at the request of the Tribal Secretary, Tribal Council, Task Teams, departments/programs; compiles & analyzes information/data; verifies & tabulates basic statistical data; organizes & maintains statistical information or other data in automated logs, data banks, maintains confidentiality in cases of sensitive issues.
6. Assists the Tribal Secretary in compiling and preparing information to the Tribal Council and others.
7. Performs other duties as assigned or authorized to achieve office goals and objectives.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in assignments and the chosen course of action such as the interpretation of data, planning of the work or refining the methods and techniques to be used.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Tribal Secretary. The supervisor makes assignments with clear, detailed and specific instructions. The incumbent works as instructed or uses initiative/judgment and consults with the supervisor as needed on new or unfamiliar situations. The supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy and adherence to instructions and established procedures.

PERSONAL CONTACTS: Contacts are with other employees within/outside the immediate work area, supervisor, Tribal Council members, dignitaries, vendors and the general public. The purpose of these contacts is to exchange factual information, provide assistance and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work of the incumbent 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, the work may extend beyond the normal eight (8) hour daily schedule. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Associate's Degree in Secretarial Science, Administrative Information Services or related field;

AND

B. Experience : Five (5) years work experience in advanced level secretarial/administrative duties;

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 : Working knowledge of the principles, practices, methods and techniques of tribal governmental budgeting and accounting, including cuff accounting.

Working knowledge of tribal governmental organization, administration and management practices, including program project coordination

Excellent working knowledge of office, administrative & fiscal management principles, practices and methods

Considerable 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

Excellent knowledge of good customer service principles, practices and quality standards

Working knowledge of research techniques, methods & procedures and data collection, analysis & organization

Excellent knowledge and operation of modern office equipment, practices and procedures, including electronic management application, i.e., Microsoft spreadsheets, database, communication, word processing, etc

B. Skills : Excellent verbal and written communication skills in preparing correspondence, budget proposals, project status reports, Action Items, etc., and communicating with others

Excellent skill in operating basic office equipment, computers, printers and applicable software

Excellent human relations skills, including effective public relations and presentation methods & techniques

Good research and project coordination skills

Good skills in managing and organizing multiple projects

C. Abilities : Ability to deal professionally, effectively and courteously with the general public, potential clients, other employees, tribal officials, outside agency officials, outside organization representatives, etc

Ability to operate a variety of office equipment, computers, printers, calculators, fax, copiers, etc., with efficiency & accuracy and to operate an automobile in the course of carrying functional responsibilities

Ability to work independently and exercise sound judgment and professionalism in carrying out assigned job functions; demonstrates ability to pay attention to detail, accuracy & timelines and exhibiting pride in results; to work effectively & efficiently under demanding & stressful situations and to adapt to changing situations

Ability to coordinate and handle a variety of administrative functional responsibilities & tasks, office operations, etc., interprets and makes decisions 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 customers on as needed basis

Ability to keep records and files in an accurate and organized fashion; to maintain the confidentiality of materials/documents; and to prepare accurate reports from such records as necessary

Ability to compose clear, understandable and grammatically correct correspondence on routine, sensitive or confidential matters and to prepare correspondence or reports from Dictaphone, copy and/or rough draft

Ability to analyze, interpret and report research findings and recommendations

Ability to explain technical budgetary problems in simple non-technical language

Ability to manage multiple projects/assignments simultaneously, meeting required deadlines

Ability to analyze and recommend program needs and requirements

Ability to effectively express ideas both verbally and written

Ability to supervise others with tact and impartiality

Ability to establish and maintain positive professional working relationships with others

NECESSARY SPECIAL REQUIREMENT:

1. Possess or be able to obtain valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.

DESIRED QUALIFICATION:

1. Speak and understand the Hopi language.

REVIEWED BY: Martha A. Mase 2/5/04
Department/Office Hiring Authority Date

APPROVED BY: [Signature] 2-6-04
Personnel Director Date