



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** TRIBAL COUNCIL EXECUTIVE SECRETARY

**SUPERVISOR:** SKOKOMISH TRIBAL COUNCIL OR DESIGNEE

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$35,360.00- 41,600.00 ANNUALLY 1 FTE

**REPRESENTATIVE DUTIES INCLUDE:** Under the general supervision of the Skokomish Tribal Council functions as the Tribal Councils Secretary supporting the diverse work of the Council and acting as their administrative link to the Tribal Community and Tribal governmental staff. Must be able to work independently without on-site supervision. Will act as the Council's liaison to both internal and external groups and organizations. Maintains the confidentiality of Council's communications regarding legal and personnel matters. May provide support for Council public relation projects and initiatives. Must be able to work a flexible schedule Composes correspondence involving complex and non-routine matters. Responsible for providing all common clerical work in support of the Tribal Council. Assist the Council to establish and coordinate a monthly calendar of Council meetings, appointments, conferences, and events. Ensures that Council members receive important communications needing a response and/or action.

**MINIMUM QUALIFICATIONS:**

1. AA Degree or showing post high school technical training in office related secretarial skills. This training must be extensive work in two or more of the following areas: record keeping, computer use, public relations, business office practice.
2. At least three years of progressively responsible clerical or technical office management experience and a minimum of two years working as an executive level secretary or administrative assistant.
3. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
4. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
5. Must be able to work in a team environment.
6. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**This position is at will and does not create a contractual relationship between the tribe and the employee.**

**MUST RECEIVE APPLICATIONS: Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_

2/17/2026