



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: TRIBAL COUNCIL EXECUTIVE SECRETARY

SUPERVISOR: SKOKOMISH TRIBAL COUNCIL OR DESIGNEE

SALARY RANGE: \$35,360 -\$41,000 ANNUALLY 1FTE

Nature of Work: 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. When essential 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.

Representative Job Duties:

1. Composes and types correspondence involving complex and non-routine matters.
2. Responsible for providing all common clerical work in support of the Tribal Council.
3. Assist the Council to establish a monthly calendar of Council meetings, appointments, conferences, and events.
4. Ensures that Council members receive important communications needing a response and/or action.
5. Receives and coordinates community concerns/complaints ensuring a timely response when requested.
6. Provides research on issues as directed by Council.
7. Reviews, drafts and edits Tribal Council documents, resolutions, and meeting minutes.
8. Assist the Council in planning and arranging travel and accommodations pursuant to Council policy.
9. Secure and maintain Council confidential files.
10. Assist the Council in planning, organizing, and prioritizing their work.
11. Coordinates activities with the Tribal Manager and Departmental Directors as needed to carry out Council directives.
12. Act as the first point of contact for external news sources and organizations seeking information from the Tribal Council.
13. Other duties may be assigned as set forward by the Tribal Council.

Knowledge, Skills, Abilities, and Personal Characteristics:

1. Thorough knowledge of correct English, grammar, spelling, and punctuation; thorough knowledge of office methods, procedures, and practices.
2. Ability to coordinate many different secretarial tasks, determining the relative importance of each, set deadlines and complete projects accordingly.

3. Ability to work independently and maintain a cooperative working relationship with others.
4. Ability to apply judgment, discretion, and initiative in performing with minimal supervision complex secretarial work.
5. Ability to keep and secure complex records and confidential files.
6. Ability to type at a corrected rate of 45 words per minute.
7. Ability to express ideas clearly when speaking or writing
8. Exceptional skill in the operation of work-related computer software and office machines.
9. Desired personal characteristics include: Integrity, confidentiality, honesty, loyalty, objectivity, and professionalism.

Minimum Qualifications:

1. AA Degree or showing post high school technical training in office related secretarial skills. This training must be extensive, showing two or more of the following areas: in record keeping, computer use, public relations, business office practice.
2. At least three years progressively responsible clerical or technical office administrative assistant or an equivalent level of responsibility.
3. Must be able to demonstrate the proficient use of Microsoft word, excel, access, power point, and other ancillary programs.
4. Requires excellent professional references
5. Preferred knowledge of the Skokomish Tribe, its history, and people.
6. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
7. Must be able to work in a team environment.
8. Strong organizational, communication and interpersonal skills preferred.
9. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavior 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.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____