

NORTHERN CHEYENNE TRIBE
POSITION DESCRIPTION
2019

POSITION: Secretary

DEPARTMENT: Northern Cheyenne Tribal Education Department

ACCOUNTABLE TO: Director **SALARY: \$10.61**

OPENS: 2/8/19

CLOSES: 2/22/19

SUMMARY OF WORK: Performs secretary/receptionist and office clerk duties in the operation of the Tribal Education Department.

JOB CHARACTERISTICS

Nature of Work: This position performs secretarial and clerical duties where attention to detail, accuracy and timeliness is important. Maintains confidentiality of information. Position requires sitting for long periods of time. Must have ability to handle stressful situations. May travel for meetings, training or conferences.

Personal Contacts: Daily contact with public and other tribal employees and representatives both in person and over the telephone.

Supervision Received: general supervision in performance of duties by the Director and duties assigned by counselors and other staff members..

Essential Functions: Position requires ability to communicate orally and in writing; monitor and order supplies and equipment; read written material; take minutes of meeting; maintain records and files; use of computer; answer a telephone; type; calculate; maintain inventory; maintain office equipment, keep the office orderly and functional.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

Greets the public and directs to appropriate person. Assists walk-in-clientele with application process for higher education and Job Placement and Training when necessary and make referrals to counseling staff. Answers the telephone, takes accurate messages, screens calls and directs to the appropriate person.

Types a wide variety of materials in rough draft and finished form, including letters, memorandums and special reports, vouchers for student payment, cash receipts, and memorandum of agreements. And other office correspondence.

Maintains reports on program material with private, individuals, local, state and federal agencies. Responsible for correct format, punctuation, grammar and assembly of materials.

Screens incoming mail, logs out-going mail, checks, applications

Screens individuals for office access

Screens individuals for access to information and office files.

Provides all necessary reports to the Tribal Council, Tribal President, area and agency personnel and program administrators

Maintains accurate files on current budgets, reports, vouchers, records, cuff accounts, mail and contacts.

Assist in the development and maintenance of all cross reference materials.
Tracks inventory and maintains an accurate accounting.

Orders supplies, equipment and materials

Ensures all office equipment is good working order and maintained.

Assists individuals with employment applications, referrals, job verifications, boarding school applications, Job Corp applications

Performs other related duties as agreed upon by the Director and employee for program administration

JOB REQUIREMENTS

Knowledge: This position requires a knowledge of general office procedures, general accounting procedures, computer software and hardware. Knowledge of business English, spelling and grammar. Working knowledge of the Higher Education, Job Placement and Training and Johnson O'Malley process is required.

Skills: This position requires skills in: Word processing, knowledge of Excel, typing, filing, calculating, use of a computer, copier and fax machine.

Abilities: This position requires the ability to: pleasantly greet people; deal with stressful situations; display telephone etiquette; pay attention to detail; perform tedious work; complete tasks in a timely manner; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors and the public. Time management critical.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Associates of Arts Degree or Associates of Applied Science Degree in Office Procedures in a secretarial field or comparable experience in basic office clerical work is preferred.
- Office management
- Public Relations

JOB PERFORMANCE STANDARDS

- Performs assigned duties promptly and efficiently
- Assists with orderly flow of administrative work
- Demonstrates typing and word processing skills
- Demonstrates various computer skills
- Effectively greets people personally or on the telephone
- Adheres to standards of confidentiality
- Pays attention to accuracy and timeliness of documents
- Is able to deal with stressful situations
- Maintains accurate and timely records
- Assists with the preparation of accurate and timely reports
- Deals tactfully and courteously with the public
- Works well with very little supervision
- Observes work hours and punctuality
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.