

Position: Executive Assistant
Department: Office of Government
Supervisor: Business Committee thru the Principal Chief
Supervises: No one
FLSA Status: Non-Exempt

Position Summary:

Performs secretarial work of a complex nature for an elected official of the Sac & Fox Nation; general office functions; performs related work as required. May perform skilled legal clerical work of average difficulty. Work is performed under the general supervision of the elected official.

Duties and Responsibilities:

- Prepares agendas, materials related thereto, and ensures that all legal requirements are met for official action of the Tribal Secretary.
- Responsible for following up on actions of a committee, assigned group, etc. to ensure that decisions are implemented, contracts are prepared for official action, and appropriate parties are notified within established time frame.
- Independently complies and prepares recurring reports for signature of the Tribal Secretary or other elected officials. Types letters, narrative/statistical reports, minutes, agendas resolutions, and other material generated by staff. Proofreads all work for accuracy and appropriate format prior to signature of the Tribal Secretary.
- Answers the phone, provides information, and receives information concerning matters related to the Office of Government-Sac & Fox Nation. Makes telephone referrals, takes messages, and directs incoming calls to appropriate elected official or program. Receives and screens office visitors. Receives and maintains internal control of incoming mail for the Tribal Secretary. Receives visits or calls regarding complaints which may be resolved or referred to proper person for resolution. Performs research for projects for the Tribal Secretary or other elected officials.
- Schedules and maintains a calendar for Tribal Secretary and other elected officials and assures that complete information is available for all matters related to calendar requirements, i.e. meetings, conferences, etc.
- Maintains official files and records of the Tribal Secretary and Sac & Fox Nation. Maintains control files of matters in progress and follows up to ensure actions are completed for the Tribal Secretary. Duplicates, collates, and prepares for mailing of reports, lists, correspondence, funding award documents, etc. required by the Office of Government.
- Coordinates functions with other departments for the Office of Government related to the Official responsibilities of the Tribal Secretary.
- Performs such other duties as may be assigned.

Knowledge, Skills, and Abilities:

- Thorough knowledge of modern office practices and procedures and the use of office machines and equipment.
- Thorough knowledge of policies and procedures of the Sac and Fox Nation; ability to understand and interpret pertinent policies and procedures clearly and accurately.
- Ability to establish and maintain effective work relationships with supervisory personnel, co-workers, the media, representatives from all levels of the government, civic organizations, business professionals, and the general public.
- Ability to project a positive, concerning image to the public.
- Knowledge of the Constitution of the Sac & Fox Nation as it relates to the Tribal Secretary and other elected officials.
- Ability to communicate effectively orally and in writing.
- Sufficient skill in typing to complete 60 wpm accurately and the ability to take sufficient notes at a meeting to prepare an accurate record of events.

Education and Experience:

- Associates degree and/or completion of a six (6) month or longer secretarial procedure course
- Advanced training in typing and general office procedures
- Five (5) to ten (10) years experience as a Secretary performing complex and responsible stenographic and clerical duties
- Experience in modern office procedures and office equipment, i.e. (Dictaphone, typewriter, copying machine, computers, etc.)
- Willing and able to work flexible hours
- Or any equivalent combination of education and experience may be considered

Employee's Signature

Date

Supervisor's Signature

Date