

Administrative Assistant #2021-50 (STROUD) This position provides administrative support for program areas and support functions, or serves as an assistant to an Administrator, Director or Chief of Staff. This may include responsibility for providing various services to other departments, with similar duties and responsibilities. Maintains, organizes and files various records, prepares correspondence and business letters or other materials, and similar activities. May perform skilled legal clerical work of average difficulty. Screens telephone calls; provides information or refers callers to appropriate staff members and departments; answers inquiries. Drafts confidential, technical, or legal material requiring a high degree of accuracy; may record and transcribe proceedings of meetings and conferences for Supervisor. Prepares agendas, materials related thereto, and ensures that all legal requirements are met for action of the Supervisor. Independently complies and prepares recurring reports for signature of the Supervisor. Types letters, narrative/statistical reports, minutes, agendas resolutions, and other material. Proofreads all work for accuracy and appropriate format. Prepares invoices and payments of claims, requisitions, purchase orders and other fiscal duties in Microix. Ability to establish and maintain effective work relationships with supervisory personnel, co-workers, business professionals and the general public. Knowledge of the Constitution of the Sac and Fox Nation. Maintaining and filing records electronically. Three (3) years of experience performing technical clerical office work or an equivalent combination of education and experience. A combination of education and experience may be considered. Experience in modern office procedures and office equipment, i.e. (Computers, scanners, copy machine and typewriter).