**YUROK TRIBE-JOB DESCRIPTION**

**Executive Secretary**

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**ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE**

| Salary Range        | $39,954 - $51,944 |

**POSITION SUMMARY:**

The Incumbent will be under the direct supervision of the Executive Director. Incumbent is responsible for performing administrative and general clerical duties for the operation of the Executive office. The Incumbent is also responsible for direct supervision of reception at the Klamath, Weitchpec and Eureka offices and oversight of Weitchpec Container Site. This position requires an applicant with excellent written and verbal communication skills, clerical skills, computer knowledge, and intermediate to advanced knowledge in the operation of word processing, spreadsheets and databases. This position requires the ability and/or experience to work on and complete multiple projects in an efficient and timely manner with little or no supervision.

**DUTIES AND RESPONSIBILITIES:**

1. Schedule appointments and maintain calendar for the Executive Director and Deputy Executive Director, arrange travel schedule and reservations as required.
2. Responsible for development and maintenance of the filing system. Train staff to file correspondence and other records and retrieve upon request.
3. Answers telephone and provide information to callers in Executive Director’s and Deputy Executive Director’s absence.
4. Requisition supplies and equipment as necessary.
5. Prepare for meetings with the Yurok Tribal Council, Department Directors, and other meetings as required by the Executive office. Prepare information packets for meetings, take notes at meetings and provide reports to the Executive Director.
6. Responsible for assisting the Executive Director in carrying out directives, and transmitting information to departments.
7. Interacts with other Tribal Departments to assure administrative needs of Executive Director are met.
8. Reviews various reports, surveys and studies in order to keep abreast of information and findings significant to the Executive Director and Deputy Executive Director.
9. Compose correspondence, reports and other information from notes and brief instruction.
10. Develop and review budgets for accuracy.
11. Supervise, train and assign duties to reception and container site staff.
12. May be assigned other duties as required to meet the needs of the organization.

**SUPERVISORY RESPONSIBILITIES:**
This is a supervisory position. Has direct supervisory responsibility for the receptionists, and the reception area and container site.

**DESIRABLE QUALIFICATIONS:**

- Understanding of the principles of the Federal Indian law, including Sovereignty, the Federal Trust responsibility, Tribal-State Relations and Indian Self Determination.
- Knowledge of tribal issues.
- Administrative experience working with a tribal government.
- Understanding of organizational and employee management philosophies.

**MINIMUM QUALIFICATIONS:**

- Experience composing correspondence, reports and other information from notes and brief instruction.
- Ability to read and understand correspondence, governmental regulations, ordinances, resolutions, operating instructions, and procedure manuals.
- Ability to present information in a clear and concise manner.
- Ability to develop budgets.
- Ability to research and compile information for reports.
- Working knowledge of Windows operating system and Microsoft Office.
- Ability to maintain positive attitude and ability to overcome tight deadlines and challenging work environment.
- Ability to handle conflict and maintain good working relationships with diverse stakeholders and constituents.
- Ability to set priorities, meets critical deadlines, and review information for accuracy, format, completeness and compliance with the policies and procedures of the Tribe.
- Knowledge and use of proper grammar and punctuation.
- Must possess a valid Drivers License and willing to work evenings and off shift hours.

**EDUCATION/EXPERIENCE:**

4-years above high school and 1-year of specialized experience. Specialized experience is experience that equipped the applicant with the knowledge, skills, and abilities to perform the duties of the position. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

Equivalent combinations of education and experience are qualifying for this position.

**CONDITIONS OF EMPLOYMENT:**

All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.

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10/01/12 COLA
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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. When necessary, must be able to lift 25 to 50 pounds.