



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 10/03/17
CLOSE: 10/16/17

EXEMPT___
NON-EXEMPT_X_

POSITION DESCRIPTION

POSITION: EXECUTIVE SECRETARY

RESPONSIBLE TO: General Manager

SALARY: GS-6 \$30,454 - \$39,158 Annual/Full Benefits
GS-7 \$33,468 - \$43,501 Annual/Full Benefits
GS-8 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Klamath Tribes Administration
501 Chiloquin Blvd.
Chiloquin, OR 97624

INTRODUCTION

This position is established in the Administration Office and serves primarily as the Executive Secretary to the Administration General Manager and may be directed to assist other upper management staff. The Executive Secretary will perform various clerical and administrative support services for staff members and occasionally to Tribal Council. This position requires independent work with minimal supervision, attention to detail, and the ability to perform multiple responsibilities in a fast-paced environment.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform clerical, secretarial, and administrative support for the General Manager. Type and reproduce a variety of daily correspondence and documents from handwritten or rough draft. This includes, but is not limited to, Memorandums, letters, grants, budgets, reports, and other forms. Responsibility includes proper assembly, arrangement, grammar, and spelling. Prepare immediate drafts, as needed.
1. Establish and maintain an effective record management system. This includes routine maintenance for the main Administration and General Manager files.
2. Log, copy, and distribute Administration Department mail on a daily basis.
3. Help with research by verifying information, obtaining documents, files, background information, etc., and assembling material for use by supervisor. Make necessary arrangements for conferences or meetings including space, time, equipment, notifications, etc. Attend meetings or proceeding, including staff meetings and training sessions. Assist in the preparation of materials and documents necessary for such conferences or meetings. May be required to take notes/minutes or prepare summary reports or minutes.
4. Attend monthly Director Meetings. Provide staff support prior to the meeting; e.g. agendas, notices, and produce copies of materials. Takes notes to prepare and complete minutes. Distribute minutes to all Department Directors in an accurate and timely manner.
5. Maintain and secure needed office supplies, publications, and services, as directed.
6. Maintain record of correspondence and action documents, and follow up on work in progress to ensure deadline dates are met. This includes, but is not limited to, coordinating the approval process for grants and contracts and various other formal documents for Tribal Administration.
7. Schedule appointments and meetings. Handle calendar based upon knowledge of workload and priority of issues. Reschedule appointments when necessary.
8. Prepare and submit for approval purchase orders, travel, payment vouchers, and reports. Make travel arrangements, reconcile, and process travel expense claims for designated staff in accordance with applicable travel policies and procedures.
9. Assist with maintenance of office budgets and expenditures, including maintenance of current cuff accounts for GM/Administration.

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10. Assist the Tribal Council with varying processes pertaining to all phases of clerical and administrative functions, including special and/or specific projects.
11. Implement, supervise, and evaluate special short-term projects as assigned.
12. Monitors expenditures and assures payments are made to Tribal Credit Card held in the name of the General Manager. Notifies the GM of any unusual activity or problems.
13. Interact with a variety of individuals internally and externally to the Tribal Administration organizational structure. This may include high-level partners; committee members; executive officers; or Tribal, Federal, and State government officials.
14. Other duties as assigned.

SUPERVISORY CONTROLS

Assignments are performed according to various established office procedures using set standards. New assignments are provided in detail, as well as changes in current procedures. Major or new issues are referred to supervisor. After initial training, work is performed independently. Work is checked for accuracy and timeliness.

The supervisor will provide general instruction on policy and/or procedure changes and reporting requirements and will set overall objectives and priorities. Employee performs daily assignments independently, resolving normal questions and problems according to established procedures and past experience and precedent. Unusual, new or complex assignments which require deviation from past experience or precedents are discussed with supervisor; however, employee exercises initiative in researching answers and solving problems.

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent typing skills and above average ability to proof-read words and numbers accurately. Emphasis will be on accuracy and attention to details.

Computer/Word processing skills required. Knowledge and ability to operate Microsoft Office Suite to include Word, Excel, Outlook, and work in a networked environment utilizing a personal computer.

Knowledge of the proper form for letters and the ability to format other documents in accordance with instructions.

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Above average knowledge of grammar, spelling, punctuation, and vocabulary skills.

Ability to establish and maintain an effective filing and records management system.

Ability to communicate orally and in writing. This person should be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports and instructions, etc., as well as for obtaining information or conveying messages.

Good public relations and interpersonal relationship skills. This person should be able to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment.

Ability to perform work and accomplish tasks following specific procedures and in accordance with established policies, procedures, practices, and priorities. This includes the ability to plan and organize work using initiative and seeking information and assistance from other sources as necessary, making decisions based on experience.

Ability to maintain confidentiality of records and information.

Knowledge or ability to gain knowledge of the Klamath Tribal structure and functions of each Tribal department.

Ability to function effectively under pressure of time and/or demands of several tasks at once, by effectively planning, organizing and prioritizing workload.

Must possess good communication skills and ability to communicate in a professional manner.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- High School Diploma or Equivalent, **REQUIRED**. (*Diploma, GED or transcripts must be submitted with application.*)
- Previous experience and training as an executive assistant in the secretarial field. Minimum two (2) years' experience, **REQUIRED**.
- Experience with standard office equipment such as photocopier, typewriter, 10-key, multi-line phone system, and personal computer, **REQUIRED**.
- Must be detail oriented and have the ability to multi-task.

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- Ability to type a minimum of 30+ wpm with 90% accuracy. Certification of typing/keyboarding ability is, **REQUIRED**. (*Certification of typing speed not more than one year old must be submitted with application.*)
- Experience in Windows; Microsoft Word, Excel, Outlook; and experience working in a networked environment, **REQUIRED**. Experience with database software, desirable.
- Must submit to and clear an alcohol/drug screen test and random testing as per policy, **REQUIRED**. (*Employment will be contingent upon clearing the required alcohol/drug screening test.*)
- Must submit to a background and character investigation, as per tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**. (*Employment contingent upon clearing the required criminal records background investigation.*)
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters, **REQUIRED**.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.