



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

Phone: (541) 783-2219
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OPEN: 04/10/19
CLOSE: 04/24/19

EXEMPT__
NON-EXEMPT_X_

POSITION DESCRIPTION

POSITION: PROGRAM SECRETARY

RESPONSIBLE TO: Office Manager

SALARY: GS-4 \$24,851 - \$32,025 Annual/Full Benefits
GS-5 \$28,399 - \$35,842 Annual/Full Benefits
GS-6 Full Benefits (Only for employees with 10+ years of Tribal service)

CLASSIFICATION: Non-management, Regular, Full-Time

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

INTRODUCTION

This position will provide a wide variety of clerical activities in support of The Klamath Tribes Housing Department. The work includes various responsibilities involving different processes and methods, requiring a wide range of office routines, as well as various repetitive tasks related to the program support and acquisition of materials and supplies for The Klamath Tribes Housing Department staff. The position requires someone who can work independently with minimal supervision to ensure timely, accurate and efficient workflow in accordance with office policies and standards. The work often involves highly confidential matters and the pressure of deadlines.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform receptionist duties for the program/department staff. This includes receiving and greeting visitors and clients; receiving and relaying incoming and interoffice telephone calls; answering routine and procedural inquiries personally and referring other matters to supervisor and/or appropriate staff members; taking and routing telephone messages to appropriate department staff.
2. Establish and maintain an effective record keeping system. Obtain documents, files and background information, and assembles materials from files for use by Klamath Tribal Housing Department Staff.

3. Make necessary arrangements for conferences, meetings, lectures, events, including space, time, equipment, notification, etc. Attend meeting or proceedings including staff meetings or training sessions as required. May be required to take notes and/or prepare summary reports.
4. Maintain needed office supplies, publications and services. Occasionally may be required to travel to purchase or deliver supplies.
5. Prepare travel forms and make travel and make travel arrangements for staff in accordance with Tribal Travel Policies.
6. Act as third party representative for department staff and accompany Low Rent Coordinator to location when delivering tenant notices, and collecting rent, etc.
7. Maintain record of correspondence, logs and action documents.
8. Assist with client applications needed by Klamath Tribal Housing Department.
9. Responsible for establishment and maintenance of all office systems, including computerized and paper systems.
10. Serve as an assistant to the Department staff.
11. Maintain work order system daily.
12. Prepare vouchers and Purchase Orders for payment.
13. Maintain mail log and distribute mail to appropriate staff.

SUPERVISORY CONTROLS

Assignments are performed according to various established office procedures. New assignments are provided in detail, as are changes in the current procedures. After initial training, work is performed independently, resolving simple problems independently.

Major or new issues are referred to supervisor. Work is spot checked for accuracy, adequacy and timeliness.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have excellent typing skills and computer skills. Emphasis will be on accuracy and attention to details. Ability to use PC in order to perform various word processing, spreadsheet and desktop publishing functions.

Must be able to work cooperatively with a diverse group of cliental and staff.

Knowledge of English grammar, spelling, punctuation and a variety of letter and report formats in order to prepare correspondence and reports.

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc.

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

Knowledge of standard filing systems in order to prepare, file and retrieve various documents efficiently.

Ability to both communicate orally and in writing. Ability to express oneself in a clear and concise manner for the purposes of correspondence, reports and instructions, etc., as well as for obtaining information or conveying messages between the supervisor and other staff members.

Knowledge or ability to learn of tribal guidelines, regulations and procedures and ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the office and tribal organization. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

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

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

Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.

QUALIFICATIONS, EXPERIENCE, AND EDUCATION

- **REQUIRED** to possess a High school diploma or equivalent, (*Diploma, GED or official must be submitted with application.*)
- **REQUIRED** to have previous experience and/or training in secretarial/office technology field with a minimum of two (2) years combined relevant experience/training.
- **REQUIRED** to type a minimum of 30+ wpm with 90% accuracy. Certification of typing/keyboarding ability. (*Certification of typing speed must be submitted with application not more than twelve (12) months old.*)

- **REQUIRED** to have experience with office equipment such as typewriter, photocopier, 10 key and multi-line telephone system.
- **REQUIRED** to have computer experience; emphasis will be in the use of Micro Soft Office software programs and work experience in a networked environment.
- **REQUIRED:** Must submit to and clear a criminal records background check.
- **REQUIRED:** Must submit to and pass an alcohol/drug screen as a condition of employment.
- **REQUIRED:** Must submit to a background and character investigation, as per tribal policy. Following hire must immediately report to Human Resources any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, *(Employment will be contingent upon clearing the required criminal records background check.)*
- **REQUIRED:** Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64, General Council Resolution #2005 003, all Tribal Staff are considered mandatory reporters. In addition, Oregon Revised Statute (ORS) 419B.010 identifies this position as having the duty to report child abuse.

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 certificate, 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.