The Klamath Tribes

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

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

OPEN: 11/03/26
CLOSE: 11/18/26

EXEMPT ____
NON-EXEMPT _X__

POSITION DESCRIPTION

POSITION: **EXECUTIVE ADMINISTRATIVE ASSISTANT**

RESPONSIBLE TO: Chief Executive Officer

SALARY: Step Range: 25-35; Full Benefits
Salary Range: $61,520 - $82,678
Hourly Range: $29.58 - $39.75

CLASSIFICATION: Non-Management, Regular, Full-Time

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

BACKGROUND: Comprehensive

POSITION OBJECTIVES

This position serves primarily as the Executive Administrative Assistant to the Administration Chief Executive Officer. The Executive Administrative Assistant may be directed to assist other upper management staff members by performing various clerical and administrative support services as approved by the Chief Executive Officer. The work includes numerous responsibilities supporting the Department's day-to-day operations and requires a wide range of administrative, secretarial, and financial skills. This position requires someone who can work independently with minimal supervision to ensure timely, accurate, and efficient workflow in accordance with office policies and procedures. The work often involves highly confidential matters with the added pressure of deadlines.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform clerical, secretarial, administrative support, and financial tasks for the Chief

Executive Officer. Produce a variety of daily correspondence and documents from handwritten or rough drafts. This includes, but is not limited to, memorandums, letters, emails, grants, budgets, reports, and forms. Responsibilities include proper assembly, arrangement, grammar, and spelling. Prepare drafts, as needed.

2. Schedule, maintain, and coordinate the daily, weekly, and monthly calendar for the Chief Executive Officer. Alert the Chief Executive Officer on a daily/weekly basis of changing events and priorities.

3. Manage directors' calendars, appointments, meetings, and daily schedule for the Chief Executive Officer. Coordinate internal and external meetings, conference calls, and appointments for the Chief Executive Officer.

4. Prepare for meetings by organizing agendas, reports, presentations, and supporting documents. Coordinate catering, meeting rooms, travel arrangements, and event logistics as needed.

5. Screen and direct phone calls and other communications in a timely and professional manner.

6. Establish and maintain an effective record management system. This includes routine maintenance of the Chief Executive Officer's paper and electronic files.

7. Maintain records 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, contracts, and other formal documents for Tribal Administration.

8. Process grants/contracts, and other documents for the Chief Executive Officer's Review and approval through electronic and/or hand-delivered methods.

9. Log, copy, and distribute Administration Department mail on a daily basis.

10. Order and maintain office supplies and coordinate equipment needs, publications, and services, as directed.

11. 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.

12. Assist with maintenance of office budgets and expenditures, including maintenance of current cuff accounts for CEO/Administration.

13. Monitor expenditures and ensure payments are made to the Tribal Credit Card held in the

name of the Chief Executive Officer. Notify the CEO of any unusual activity or issues.

14. Track and forward all Tribal Administration agenda items and documents to the Tribal Council Secretary for Tribal Council Meetings.

15. Serve as contact for submittal of General Complaint Forms. Track and monitor complaints and responses to ensure that process timelines are being adhered to and followed up on as per standard operating procedures.

16. Assist with research by verifying information, obtaining documents, files, background information, etc., and assembling material for use by the supervisor.

17. Attend monthly Director meetings. Provide staff support prior to the meeting; e.g. agendas, notices, and produce copies of materials. Take meeting minutes and distribute CEO approved minutes to all Department Directors in a timely manner.

18. Attend Tribal Council Meetings during the Tribal Administration reports, and take notes of requests for information, directives, and assigned tasks made by Tribal Council as it relates to Tribal Administration Programs. Provide notes to the Chief Executive Officer.

19. Track from meeting to meeting various agenda items that are to be followed up at future meetings. Work with appropriate staff to gather, collate, and summarize reports, as directed by the Chief Executive Officer.

20. Implement, supervise, and evaluate special short-term projects, as assigned.

21. Make necessary arrangements for conferences or meetings, including space, time, equipment, notifications, etc. Attend meetings or proceedings, 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.

22. Interact with a variety of individuals within the Tribal Administration organizational structure and externally as directed. This may include high-level partners; committee members; executive officers; or Tribal, Federal, and State government officials.

23. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

All major duties are performed under the supervision of the Chief Executive Officer. 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 the 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, ABILITIES

Above average ability to proofread words and numbers accurately. Emphasis will be on accuracy and attention to detail.

Computer/Word processing skills required. Knowledge and ability to operate Microsoft Office Suite, including 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.

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 clearly and concisely for 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, and handle sensitive 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 professionally.

Must be detail-oriented and have the ability to multitask.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*

- **REQUIRED** to possess an Associate Degree in related field with a minimum of three (3) years relevant work experience; **OR** a combination of five (5) years relevant experience and training in related field may be substituted. *(Must submit a copy of documents for education and/or training consideration.)*

- **REQUIRED** to have previous experience and training as an executive assistant in the secretarial field. Minimum three (3) years of experience.

- **REQUIRED** to have experience with standard office equipment such as photocopier, 10-key, multi-line phone system, and personal computer.

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resources any citation, arrest, conviction for a misdemeanor or felony crime.

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to accept 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.

Preferred Qualifications:

- Experience with database software.

- Understanding of Tribal Governments, Tribal P.L. "93-638" programs, indirect cost/contract support application.

INDIAN PREFERENCE

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

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily 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 PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resources
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.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**