The Klamath Tribes

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

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

OPEN: 06/14/22
CLOSE: 06/29/22

EXEMPT ____
NON-EXEMPT _X__

POSITION DESCRIPTION

POSITION:	**EXECUTIVE SECRETARY**
RESPONSIBLE TO:	Administration General Manager
SALARY:	Step Range: 15-34; Full Benefits Salary Range: $39,327 - $68,961 Hourly Range: $18.91 - $33.15
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 Secretary to the Administration General Manager (GM). The Executive Secretary may be directed to assist other upper management staff members by performing various clerical and administrative support services, as approved by the General Manager. 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. Produce 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 forms. Responsibility includes proper assembly, arrangement, grammar, and spelling. Prepare drafts, as needed.

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

3. Establish and maintain an effective record management system. This includes routine maintenance for the main Administration and General Manager files.

4. 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.

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

6. Maintain and secure needed office supplies, publications, and services, as directed.

7. 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.

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

9. Monitor expenditures and assure payments are made to Tribal Credit Card held in the name of the General Manager. Notify the GM of any unusual activity or issues.

10. Maintain cuff accounts for Tribal Building Use Agreements for the Administrative Officer. Prepare purchase orders and vouchers for the maintenance and operations of Tribal Buildings that have Commercial Building Use Agreements with The Klamath Tribes.

11. Process grants/contracts, and other documents for Administrative Review and approvals through electronic and/or hand-delivered methods.

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

13. Collect and track direct report time sheets for the General Manager signature, to ensure timely delivery to the Finance Department for processing.

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

15. Assist with research by verifying information, obtaining documents, files, background

information, etc., and assemble material for use by supervisor.

16. 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 GM approved minutes to all Department Directors in a timely manner.

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

18. 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 General Manager.

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

20. 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.

21. 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.

22. The incumbent will be called upon to accomplish other tasks within their scope of work.

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, ABILITIES

Excellent key boarding 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.

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.

Must be detail oriented and have the ability to multi-task.

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 have previous experience and training as an executive assistant in the secretarial field. Minimum two (2) years of experience.

- **REQUIRED** to have experience with standard office equipment such as photocopier, typewriter, 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 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.

- **REQUIRED** to be fully vaccinated for COVID-19 **or** have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy.

Preferred Qualifications:

- Experience with database software, is preferred.

- 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 Tribal Health & Family Services' vehicle insurance policy, is preferred. (*Must submit copy of driver license with 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 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.

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)**