



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

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

OPEN: 01/26/23
Until filled

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: RED PROGRAM SECRETARY

RESPONSIBLE TO: RED Program Manager

SALARY: Step Range: 9-28; Full Benefits
Salary Range: \$34,912 - \$61,219
Hourly Range: \$16.78 - \$29.43

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: The Klamath Tribes' Administration
Education Department
PO Box 436
Chiloquin OR 97624

BACKGROUND: Comprehensive

POSITION OBJECTIVES

The primary purpose of this position is to provide a wide variety of clerical and data activities in support of the Re-Employment by Design (RED) Vocational Rehabilitation Program. The duties will include general receptionist duties.

The RED Program Secretary will be in contact with, including but not limited to, Tribal Members inquiring about various program services. The position will work cooperatively with a diverse group of staff in other Tribal departments, medical providers, other VR professionals, etc. Work requires a high degree of confidentiality due to the nature of the consumers.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform general reception area duties to include, but are not limited to, greeting visitors cordially and professionally, receive telephone calls, schedule appointments, answer routine and procedural inquiries; referring specific programmatic questions to appropriate staff members or supervisor and assist patrons with public equipment in the reception area.

2. Compose and type routine correspondence. Type and reproduce a variety of detail correspondence and documents from department network files, dictation, handwritten, or rough copy. This includes, but is not limited to, memorandums, letters, grants, budgets, reports, monthly newsletters, directories and forms. Responsibility will include proper assembly, arrangement, grammar, and spelling.
3. Interview consumer/client for the purpose of collecting general information to assess appropriate need for program services. May need to defer difficult questions to appropriate staff.
4. Serve as the administrator for the data base system of RED-VRS clients. This includes tracking errors, working with the technical support for corrections and running queries, as instructed by the Program Manager.
5. Maintain an effective file and data base system for financial and program service accounts; client files, and action/follow-up files. Examples of such records would be cuff accounts, PO Requests, Billing, Consumer Program Files, etc.
6. Oversee and maintain all consumer hard files used in the RED Program. This includes, but is not limited to, maintaining a tracking system when files are removed from the central filing system, filing documentation and other program information in the files.
7. Create and update appropriate forms, as needed, for department programs sending drafts to Education & Employment Director for comment and approval.
8. Collect, record, and route incoming mail. Locate and attach appropriate file to correspondence to be reviewed by appropriate departmental staff.
9. Maintain and secure needed office supplies, publications, and services. When necessary will be required to drive to Klamath Falls to pick-up and/or return supplies.
10. Attend meetings as required. Duties may include taking minutes and preparing draft or final summary minutes. May need to travel to meetings using tribal or private vehicles.
11. Arrange for conferences, meetings, lectures, events, including space, time, equipment, notification, etc. May need to travel to sites using tribal or private vehicles for the purpose of ensuring the intended space meets the need of the event.
12. Prepare travel request forms and coordinate travel arrangements with the Finance Department.
13. On occasion, transport consumer to an appointment within the service delivery area when

other transportation programs are not able to assist.

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

SUPERVISORY CONTROLS

The RED Program Secretary is directly supervised by the RED Program Manager. The supervisor outlines the overall Tribal and grant objectives and priorities, timelines and financial resources available. The employee plans and schedules recurring work, handles problems and completes work using own initiative, exercising judgment according to training, experience and instructions. Work is reviewed for compliance with policy, procedures and goal attainment.

This position is expected to work independently, using prior experience and judgment in ensuring that duties and responsibilities are carried out in a timely manner and that policy and procedures are followed. The individual must perform work independently and accomplish tasks following specific procedures in accordance with established policies, procedures, practices, and priorities of the program. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from the supervisor as necessary, making decisions based on experience.

KNOWLEDGE, SKILLS, ABILITIES

Excellent computer skills are necessary. Emphasis will be on accuracy and attention to details. Experience in the use of a PC with Windows software to perform various word processing, database, spreadsheet, and desktop publishing functions.

Knowledge and skill in the usage of English grammar, spelling, punctuation, etc. Ability to utilize a variety of letter and report formats.

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

Knowledge and experience with records management; ability to prepare, file, and retrieve various documents efficiently.

Knowledge and experience working with a consumer base that have physical and/or developmental limitations and/or mental disabilities.

Knowledge and practical application of HIPAA and general privacy laws.

Ability to communicate orally and in writing. This person should be able 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 and/or ability to learn the tribal guidelines, regulations, and procedures to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities, of the department and tribal organization.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

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

QUALIFICATIONS, EXPERIENCE, EDUCATION

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

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to possess four years relevant experience/education in office systems; secretarial or related field.
- **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 adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **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:

- An Associate degree in Business Office Management or related field with two (2) years' experience in a highly confidential office setting, is preferred.

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)