

**WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION**

TITLE: EXECUTIVE SECRETARY TO THE PRESIDENT

SUPERVISOR: TRIBAL PRESIDENT

GENERAL DESCRIPTION: Under the supervision of the Tribal President. Executive Secretary will work under the direction of the Wichita Executive Committee (WEC) through the Tribal President. Individual must prepare memorandums outlining and explaining administrative procedures and policies to Tribal employees and Tribal Members. May assist in the preparation and filing of required documents for Governmental agencies. Will serve as a representative for the WEC or the Tribal President, when designated, to assist in the WEC and Tribal President being kept up to date on current issues. Due to the nature of the position, this person must be able to maintain an extremely high level of confidence at all times, both on and off duty.

DUTIES AND RESPONSIBILITIES:

1. Attend meetings of the Wichita Executive Committee in order to record minutes. Compile, transcribe, and distribute minutes of meetings.
2. Prepare agendas and make arrangements for committee, board, and other meetings.
3. Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
4. Open, sort, and distribute incoming correspondence, including faxes and email.
5. File and retrieve Tribal documents, records, and reports.
6. Greet visitors and determine whether they should be given access to specific individuals.
7. Prepare responses to correspondence containing routine inquiries.
8. Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
9. Make travel arrangements for Wichita Executive Committee members. Preparing travel authorization forms to secure payment for per diem, lodging, transportation, etc.
10. Conduct research, compile data, and prepare papers for consideration and presentation by the Wichita Executive Committee.
11. Manage and maintain schedules for the Wichita Executive Committee.

12. Prepare invoices, reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software.
13. Supervise and train other clerical staff.
14. Will perform other duties as assigned.

QUALIFICATIONS:

1. A.A. Degree in Office Technology, clerical or related field OR two (2) years of progressively responsible work experience in an office setting taking notes, transcribing minutes and maintaining an accurate filing system.
2. A combination of related work experience and education demonstrating the ability to perform the functions describe above.
3. Demonstrated ability to work with minimal supervision and complete assignments accurately, professionally and in an organized and timely manner.
4. Demonstrated ability to communicate effectively in writing, verbally, on the telephone and with diverse groups of people.
5. Must have successful experiences dealing with Tribal operations. Ability to read and understand various Federal, State and Tribal laws, regulations, ordinances and procedures.
6. Demonstrated ability to deal with stressful situations in a positive and professional manner. Successful experiences dealing with deadlines and working under close time frames.
7. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures.
8. Successful experience working with computers, transcription and recording devices, fax machines and other office/transcription equipment. Working knowledge/experience with Windows, EXCEL, PowerPoint and other business-related programs, etc.
9. Demonstrated work experience maintaining STRICT confidentiality.
10. Must possess a valid Oklahoma Driver's License.
11. This position requires a successful background check and drug screening.