



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Executive Secretary

DEPARTMENT: Administrative & Office Staff

LOCATION: Administration Building – Tribal Complex

REPORTS TO: Tribal President

JOB SUMMARY:

Executive Secretary will work under the direction of the Wichita Executive Committee (WEC) through the Tribal President. 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 confidentiality at all times, both on and off duty.

CORE DUTIES AND RESPONSIBILITIES:

1. Responsible for providing administrative and clerical support to the Wichita Executive Committee.
2. Acts as a liaison between the WEC, attorneys and mediators on any/all tribally associated projects, business ventures, via telephone calls, e-mail, etc.
3. Prepare agendas and make arrangements for WEC, various board, and other meetings.
4. Compile, transcribe, and distribute minutes of meetings. Secure, organize, and maintain each WEC meeting voice recording.
5. Prepares in final form, from rough draft, general instructions, voice recordings and other written materials, letters, memoranda, tribal resolutions, reports, speeches and other materials which may involve technical terminology.
6. Receives, dates, opens and prioritizes all incoming correspondence for the Tribal President and WEC based on contents and/or matters of importance as needed.

7. Manage and maintain schedules for the WEC and notifies them of upcoming events, conferences, and meetings. Also prepares information packets associated with the meeting.
8. Makes travel arrangements for the WEC. Prepares travel authorization and processes payment request. Confirms hotel reservations and flight arrangements with Accounting Liaison. Prepares Travel Expense Report to ensure travel is properly closed out.
9. Creates and maintains file system for Tribal Government comprised of incoming/outgoing correspondence, meeting minutes, resolutions, working files, etc. Also, as needed, makes a record of files and prepares the files for retirement and/or disposition in accordance with federal requirements.
10. Create and maintain a secure tracking system for dissemination of tribal documents as approved by the WEC.
11. Mentor and train other clerical staff, including Administrative Assistant and Receptionist.
12. Serves as back-up for answering phones in the reception area when Receptionist and Administrative Assistant are absent.
13. Performs other duties related to position as necessary or as assigned.

EDUCATION AND EXPERIENCE:

1. Completed at least two (2) years in Business Administration, Management, or related field in an accredited College or University. May combine any equivalent combination of experience, training, and/or education.
2. Must have had at least three (3) years of work experience in a clerical or administrative type position, progressively responsible work experience in an office setting taking notes, transcribing minutes and maintaining an accurate filing system.
3. Be computer literate and able to operate software for letter processing and spreadsheets.
4. Must have communication skills, both oral and written, to interact with people and program directors, as well as officials, funding agencies, public officials, attorneys, businessmen, and other individuals regarding tribal matters.
5. Must be knowledgeable and skilled in correct spelling, grammar and administrative office 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. Must be a self-starter and be able to work with a minimum amount of supervision.

8. Demonstrated work experience maintaining STRICT confidentiality.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver's License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Indian Preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

_____ EMPLOYEE	_____ DATE
_____ DEPARTMENT SUPERVISOR	_____ DATE
_____ TRIBAL ADMINISTRATOR	_____ DATE
_____ HUMAN RESOURCES DEPARTMENT	_____ DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.