



VACANCY ANNOUNCEMENT

Secretary to the C.O.O.

OPENING DATE:	05/25/2023	CLOSING DATE:	06/08/2023
SUPERVISOR:	Chief Operations Officer	SALARY:	TBD
LOCATION:	Administration Building – Tribal Complex	STATUS:	Regular Full-Time

JOB SUMMARY

Secretary performs all administrative and clerical-type duties associated with the position as required and maintains high confidentiality. Also serves as backup administrative and clerical support in the absence of the Administrative Assistant and Receptionist.

DUTIES AND RESPONSIBILITIES

- Provides administrative and clerical support to the Chief Operations Officer.
- Submits RQ's and payments on behalf of the Chief Operations Officer as it relates to the overall daily functions of the office.
- Orders and maintains necessary supplies and equipment, and processes payments for items.
- In the absence of the Chief Operations Officer, the Secretary will take notes and relay all information/correspondence to C.O.O. when directed.
- Read, research, and route correspondence; draft letters and documents; collect and analyze information; and initiate telecommunications for the Chief Operations Officer.
- Assists the Chief Operations Officer with the review of programmatic budgets by ensuring all supporting documents are included for the initial review. Corresponds with C.O.O. and Director when there are incomplete budget packages.
- Makes travel arrangements for the Chief Operations Officer. Prepares travel authorization and processes payment requests. Confirms hotel reservations and flight arrangements with Accounting Liaison. Prepares Travel Expense Reports to ensure travel is properly closed out.
- Issues keys to staff, processes key issuance forms for personnel files and maintains logs on key issuances, inclusive of buildings, offices, vehicles, files and miscellaneous.
- Maintains Community Building, Portable Building, and Administration Conference Room information, inclusive of scheduling events, issuing/receiving applications for usage, issuing/receiving building key, and ensuring payment/deposits are received.
- Interacts with clients/Tribal members when appropriate and assist with problem-solving. Assist in documenting complaints and assist with developing an appropriate course of action. Reports problems to Chief Operation Officer when they cannot be resolved at the lower level.
- Serves as backup for answering phones in the reception area when Receptionist, Administrative Assistant, and Accounting Liaison (2) are absent.
- Assists the Chief Operations Officer with Paycom review and timesheet review.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Administration, Management or another related field is preferred. A combination of education and experience may be substituted in place of education. This combination must be documented in the resume. Must have had at least 2-3 years of Secretarial experience, with strong organizational skills and ability to multitask.
- Be computer literate and able to operate software for letter processing and spreadsheets.
- Must be knowledgeable in Microsoft Word, Excel, and PowerPoint database.
- 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.

- Must be knowledgeable and skilled in correct spelling, grammar and administrative office procedures.
- Must be a self-starter and be able to work with a minimum amount of supervision.
- Must have time management and ability to meet deadlines.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.
SIMPLE IRA, 3% Tribal matching contribution.
Vacation and sick leave.
Paid holiday leave.