



Quileute Tribal Council

• QUILUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Executive Secretary

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Executive Secretary**
Supervisor: General Manager
Location: Tribal Administration
Work Info: Full Time: 40 Hrs./Week (M-F)
Salary: \$17.00 - \$23.00

POSITION SUMMARY:

The Executive Secretary shall provide high-level administrative support and assistance to the Quileute Tribal Council and General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Attend QTC Meetings and keep minutes.
- Prepare Tribal Council Meeting Packets and Agenda.
- Manager Tribal Member Services (i.e., Funeral, sports programs, etc.).
- Develop Standard Operating Procedures for Executive Secretary and Executive Receptionist.
- Works with Travel Coordinator to arrange travel and accommodations for executives.
- Provide support for Travel Coordinator.
- Develop organizational system for filing.
- Manage Executive Tribal Council / General Manager calendar.
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for the executive staff.
- Pay invoices.
- Punctual attendance.
- Attend, facilitate, and document meetings, as necessary.
- Ability to work under pressure.
- Conduct research for the executive staff as needed.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Multitasking skills.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality.
- Organizational skills and attention to detail.
- Familiar with Microix or purchasing system software.
- Type 60 wpm, with no errors.
- Good written and verbal communications skills.
- Ability to draft letters using good business form.
- Ability to complete records or forms by guidelines.
- Ability to be self-motivated and to work with a minimum amount of supervision.
- Ability to collaborate with staff and public.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.

PHYSICAL DEMANDS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds.

SUPERVISORY RESPONSIBILITY:

- May recruit, interview, hire, and train junior administrative staff in the department.

QUALIFICATIONS:

- Top of the line organizational skills.
- Ability to maintain an accurate calendar.
- Great planning abilities.
- Amazing interpersonal skills.
- Ability to follow confidentiality guidelines.
- Incredible communication skills.
- Extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.
- Ability to make travel plans.

Required Qualifications:

- High school diploma required.
- At least four years of related experience required.
- Criminal History Background check required.
- Possession of a valid Washington State Driver's License.
- Excellent organizational skills and diligence.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Schedule meetings for the executive.
- Communicate between the executive and employees.

Minimum/Preferred Qualifications:

- Associate degree in business administration preferred.
- Tribal Government experience preferred.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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