

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Recording Secretary – Tribal Government
Department: Administration/Tribal Council
Reports To: General Manager / CAO/TC Secretary
Status: Hourly
Approved By: G Green
Approved Date: 03/2008

Summary: Provide clerical support services for the SSIT Tribal Council government as linked to the Tribe's Administrative unit. Reports to General Manager for administrative protocol, i.e. timesheets. CAO/Secretary will provide workload directives.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Maintains confidentiality of records and information.
- Attends Tribal Council meetings to operate the recording equipment.
- Prepare Tribal Council Minutes, Agenda, and notices to include the following: transcribe minutes from tape recordings of meetings; copies and collates minutes for Tribal Council; gathers information from Tribal Organization, Council Members, and Tribal Members to be entered into the Tribal Council Agenda. Types and sends or routes notices of meetings under the direction of the Tribal Council Secretary or Chairman or General Manager.
- Collect, photocopy, collate and bind any written material as needed by the Tribal Council.
- Notary responsibility.
- Attends Tribal Council meetings as directed. Primary function would be to operate recording equipment and transcribe or type minutes.
- Performs receptionist and secretarial support services for the Tribal Council Chairman, Tribal Council Secretary and other tribal government activities.
- Performs clerical support services for the Tribal Council Chairman, Secretary, and officials according to the Tribal Council standards and ethics, working cooperatively with the Administrative unit staff members.
- Works independently, keeping the original legal records organized and accessible to the Administrative unit and Tribal Government officials.
- Maintains the original records of the Tribal Council in organized files, including but not limited to Resolutions, Minutes, Codes, Ordinances, Policy Manuals, Contracts, Agreements, Title of Ownership, legal issues, national organizations, etc.

- Maintains minutes, resolutions, and other legal documents of the Tribal Council Government.
- Coordinates meetings, sets-up, schedules and prepares notices of meetings under the direction of the General Manager, Chief Administrative Officer, Secretary or other tribal officials.
- *Analyze and prioritize incoming, outgoing, and in-house transference of mail and faxes of the Tribal Government. Analysis will take into consideration whether official TC responses are needed.*
- *Develop and implement a Tribal Council "Records Retention Schedule and Policies" that define the procedures for maintaining tribal government records.*
- Other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High School diploma or GED or equivalent. Must have at least two years of professional experience at administrative clerical support level and strong organizational skills. Thorough understanding and knowledge of legal documents, archival documents, and filing of records for maintenance or storage.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing Software, Spreadsheet software and recording equipment.

Certificates, Licenses, Registrations

Current Washington State driver's license. First Aid/CPR certification. Public Notary.

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

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