

# Sauk-Suiattle Indian Tribe | Job Description

**JOB TITLE:** TRIBAL GOVERNMENT RECORDING SECRETARY  
**DEPARTMENT:** TRIBAL COUNCIL  
**SUPERVISOR:** TRIBAL COUNCIL SECRETARY  
**STATUS:** NON-EXEMPT/HOURLY

## Summary

Serves as an assistant to the Secretary and the members of the Tribal Council; manages, organizes and processes all official governmental records of the tribe; Responsible for TCTI budget planning and tracking; Responsible for preparing reports, correspondence, official governmental documents; coordinates public meetings of the Tribal Council.

## Essential Duties

- Compiles supporting documents for agenda
- Review, distribute, re-route, or post TC chairman's incoming mail daily.
- Posts meeting notices.
- Prepares meeting minutes for review by TC Secretary and approval by the Tribal Council.
- Attends meetings of the Tribal Council.
- Maintains Tribal Council official records of the Tribe including ordinances/codes, policies, resolutions, minutes of the Tribe, contract, agreements, etc.
- Attests to all official documents of the tribe.
- Assists with the development and implementation of Tribe's "records retention schedule and policies" that define the procedures for maintaining tribal government records.
- Drafts program narratives and structure for review by Tribal Council Secretary and approval by Tribal Council as Directed.
- Prepare and manage Tribal Council Budget.
- Assist in Drafting strategic planning out lines and summaries
- Attends other board and committee meeting as the recording secretary as needed.
- Prepares all travel related documents for the Tribal Council members.
- Responds to request for information and assistance from council, staff, enrolled tribal members and citizens.
- Compose correspondence, resolutions, forms, policies, and procedures as necessary.
- Compose Tribal Council directives and Polling Resolutions (P.RES), as directed by Chairman of the Tribal Council.
- Under the directions of the CAO review: correspondence, ordinance/code amendments, resolutions, policies and procedures for consistencies in law.
- Receives on behalf of the Tribe petitions, initiatives, and referendums, recall proceedings and application for office, and verifies all applications and petition.

- Serves as a key member of the Tribes Emergency Management Operations Team.
- Notary responsibility.
- Assists other departments as directed.
- Performs other duties as directed.

### **Qualifications**

To perform this job successfully, an enrolled Sauk-Suiattle Tribal member; must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Employee must be able to prioritize and manage multiple tasks and projects. Employee must be able to communicate with a diverse population. 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 required. Associate Degree desired or a minimum of five years of administrative experience to demonstrate progressive performance in administrative duties, preferably in the tribal governmental operations.

### **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 desired.

### **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 for long periods of time; 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. The employee may be subject to exposure of passionate debates and diverse communication styles in various settings. Employee may encounter situations of various emotional levels. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**Culturally Sensitive**

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

**Drug Free Workplace**

Sauk-Suiattle Indian Tribe is a drug/alcohol-free workplace. All employees are subject to a pre-employment and random drug/alcohol tests.

**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.*

**NATIVE AMERICAN PREFERENCE APPLIES**