



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

POSITION TITLE: Executive Assistant

DEPARTMENT: Administration

SUPERVISOR: Tribal Chairperson / Tribal Administrator

STATUS: Full-time, Non-Exempt

GRADE LEVEL: \$12.00 hr. (DOE)

DATE APPROVED: July 12, 2017

OPENS: July 12, 2017

CLOSES: until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Provides administrative support for the Tribal Chairperson, Tribal Council, Tribal Administrator and also functions as the Tribal Council Secretary. Supports the Administration team by performing complex administrative and general office duties, including, but not limited to: preparing resolutions, filing paperwork, copying documents, typing correspondences, preparing agendas, coordinating calendars, coordinating travel, taking minutes at meetings as directed, and other functions as assigned. The position requires excellent communication skills, customer services skills, professionalism, and the ability to work as an integral member of the team.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following:

1. Performs complex duties in supporting the Tribal Chairperson and the Tribal Administrator.
2. Functions as the Tribal Secretary for the Tribal Council.
3. Assists in arranging meetings, drafting agendas, coordinating schedules, preparing meeting packets, and sending out all notices of Tribal Council meetings.
4. Arranges meetings, conference calls, and takes meeting minutes as needed.
5. Compose correspondence independently on a variety of matters, compiles and types various letters, reports, and other data as directed.
6. Assist in filling and archiving confidential information for the Tribal Chairperson and Tribal Administrator and for maintaining all official files of the Tribal Council.
7. Prepares, formats, edits and proofreads written materials, transcribes memos and reports as requested.
8. Coordinates communication information; obtains, interprets and provides information to staff, organizations and others concerning office functions.
9. Attends Tribal Council Meetings and performs various secretarial and administrative assistant duties for the Tribal Council.
10. Prepares and maintains resolutions, meeting minutes and record keeping system.
11. Maintain the Tribal Chairperson's calendar, confidential files and official records.
12. Maintain office files according to the established filing system, keeping all files in an orderly manner.
13. Disseminate information to various agencies, media, and others as assigned.

14. Coordinate office correspondence.
15. Assist with maintaining office supplies and ordering supplies as needed.
16. Demonstrate time management, accuracy, and timely completion of assigned tasks.
17. Support other team members, as required.
18. Other duties, as assigned.

GENERAL REQUIREMENTS:

- Must be over 18 years of age.
- Must possess a valid Driver License.
- Must be insurable through tribal insurance.
- Must pass a pre-employment background investigation.
- Must pass a pre-employment alcohol/drug screening.
- The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Must possess a High School Diploma or GED, Associates or Bachelor's degree preferred.
- At least 2 years of office work experience is preferred.
- Previous experience as an Administrative Assistant or File Clerk in a Tribal environment.
- Previous experience working with a Tribal Government or Tribal Organization.

Necessary Knowledge, Skills and Abilities:

- Must be able to maintain complete confidentiality.
- Must be dependable.
- Must be able to write clearly and informatively.
- Thorough knowledge of computer programs: Word, Excel, PowerPoint, Publisher, Outlook, Internet programs and applications is essential in performing this job.
- Ability to establish and maintain effective working relationships with all levels of the organization.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Must be able to communicate effectively with people of different managerial, socioeconomic, cultural, ethnic, and educational backgrounds.
- Must demonstrate friendly, service oriented and responsible attitude.
- Must be detailed oriented and able to multi-task various time-sensitive projects.
- Must be able to manage difficult or emotional situations in a calm manner.
- Must be able to work with integrity and be ethical in performing duties.
- Must maintain a professional appearance and demeanor.
- Must be able to follow policies and procedures and support goals and objectives.
- Knowledge of the Native American community is helpful.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must be willing to travel as needed.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The duties listed above are intended only as illustrations of the various types of work that may be performed. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.