



# QUECHAN INDIAN TRIBE

*Fort Yuma Indian Reservation*

HUMAN RESOURCE DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 572-0213

FAX (760) 572-0515

## **POSITION DESCRIPTION**

**Position:** Executive Secretary

**Salary:** \$14.51 - \$19.93 (Non-Exempt)

**Opening:** Monday, January 14, 2019

**Closing:** Until Filled

### **BASIC FUNCTION:**

Under the direct supervision of the President, will provide clerical support for the President and Vice President

### **DUTIES & RESPONSIBILITIES:**

- Will communicate effectively both orally and in writing. Takes dictation/notes at an acceptable rate of speed, including the composition of correspondence, with proper English grammar, vocabulary and spelling.
- Ability to coordinate diverse activities, organizes, prioritize, and direct the work and activities of others while maintaining confidentiality.
- As need will assist the Vice President in the receipt of funeral assistance requests and will coordination of funeral billings.
- Position will involve high-volume public contact with Tribal Members, Council Members, and other Governmental Agencies, including Tribal, Federal, State and Local Entities.
- Ability to work independently while recognizing situations which need a supervisor's attention, and to maintain contact with all levels of management to establish a positive and cooperative working relationship with co-workers and the public.
- Will supervise the Tribal Receptionist and Mail Clerk to assure required records are maintained, work is performed in a satisfactory manner, front desk and telephones are covered during working hours, and to provide instruction and direction as needed. Will insure that incoming and out going mail is distributed and stamped in a timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS:**

- Must have a High School Diploma or GED.
- Must possess and maintain a valid driver's license and be insurable by the Tribe.
- Five years of progressive experience in clerical and secretarial responsibilities.
- Knowledge of general office procedures and applications, and standard office equipment.
- Must be computer literate in a variety of software programs to include word processing, spreadsheet, database and presentations.
- Must be able to perform efficiently and effectively in an environment with constant interruptions and under minimal supervision.
- Proficient in the use of grammar both orally and in writing.
- Must be familiar with procedures used in creating and maintaining legal documents.
- Ability to work in pressured situations and produce high quality of work.
- Must be able to maintain sensitive and confidential information.
- Must be able to establish and maintain effective working relationships with co-workers, public, and to maintain a friendly cordial attitude.
- Ability to type and take shorthand and transcribe meeting minutes expeditiously and accurately.
- Must be willing to assume responsibility, and to perform other related duties as assigned by supervisor or delegated official.

## **FOR MORE INFORMATION AND TO APPLY:**

**Quechan Indian Tribe  
Human Resource Department  
350 Picacho Road  
Winterhaven, CA 92283  
Telephone: (760) 572-0213 Ext. 280  
Fax: (760) 572-0515**

**Mailing Address:  
P. O. Box 1899  
Yuma, AZ 85366**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, The Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.