



**QUECHAN INDIAN TRIBE**  
*Ft. Yuma Indian Reservation*  
**HUMAN RESOURCES DEPARTMENT**

P.O. Box 1899 • Yuma, Arizona 85366-1899  
Phone (760) 919-3600  
Fax (760) 572-2961

**POSITION DESCRIPTION**

**\*\*\*Quechan Tribal Members Only\*\*\***

**Position:** Tribal Council Secretary

**Salary:** \$16.00-\$19.93 Non-Exempt-DOE

**Opening:** Monday, October 28, 2024

**Closing:** Friday, November 8, 2024

**BASIC FUNCTION:**

This person will work in the Quechan Tribal Office under the direct supervision of the Tribal President and Vice-President, and under the general supervision of the Tribal Council. Will take dictation, transcribe dictation efficiently, type letters neatly and efficiently and perform related work for the Council, President and Vice-President. This is an appointed position and serves at the will of the Tribal Council.

**DUTIES & RESPONSIBILITIES:**

- It shall be the duty of the Tribal Secretary to keep a true record of all matters affecting the Tribal records and accounts, and to render proper accounting of such records and statistics as are required by the Tribal Council.
- The incumbent shall also be present at all meetings of the Council and such other meetings as required and shall keep an accurate record of the minutes of such records in the Quechan Tribal Council files and shall immediately forward one copy of such record to the Superintendent of the Reservation and shall forward the two remaining copies of such records direct to the Office of the Commissioner of Indian Affairs.
- The Tribal Secretary shall have no voice in the deliberations of the Council nor shall the incumbent have a vote in any matter before the Tribal Council.
- Performs other related duties as assigned by the President or Tribal Council.
- Liaison to the Quechan Tribal membership in a professional and unbiased manner.
- Must maintain open communication with all Council members and maintain the Quechan Tribal Council calendar.
- Must maintain Confidentiality.
- Supervises the Assistant to the Tribal Council Secretary.
- Must be reliable, prompt and a self-starter.

**QUALIFICATIONS:**

- **Must be an enrolled member of the Quechan Indian Tribe.**

- High school diploma or GED with advanced college courses in typing.
- Must possess and maintain a valid driver's license and be insurable by the Tribe.
- Two years' experience in a business office working with computers and word processing programs.
- Must be able to type 40 WPM.
- Must be able to establish and maintain effective working relationships with fellow employees and the general public and maintain a friendly and cordial attitude.
- Excellent communication skills.
- Must have initiative and be able to work under minimal supervision.
- Ability to work in pressure situations and produce high quality work.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe  
Human Resource Department  
350 Picacho Road  
Winterhaven, CA 92283  
Telephone: (760) 919-3600 Ext. 279  
Fax: (760) 572-2961**

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

**(All resumes must be accompanied by a Tribal Application)**

For further questions or to return an application electronically please e-mail us at [hrclerk@quechantribe.com](mailto:hrclerk@quechantribe.com)  
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.