

<p style="text-align: center;">KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION</p>

TITLE: Administrative Secretary to Tribal Council Chairperson

POSITON: Full Time

SUPERVISOR: Tribal Council Chairperson

Position Description:

This position works under the direction of the Kickapoo Tribal Council through the Council Chairperson. Individual must prepare memorandums outlining and explaining administrative procedures and policies to Tribal employees and Tribal Members. This individual may assist in the preparation and filing of required documents for Governmental agencies.

Essential Responsibilities:

This individual will review and assist in answering in-person and telephone inquires and written correspondence. Due to the nature of the position, this person must be able to maintain an extremely high level of confidence at all times, both on and off duty.

Qualifications:

- A.A. Degree in Office Technology, clerical or related field OR
- Two years of progressively responsible work experience in an office setting taking notes, transcribing minutes and maintaining an accurate filing system,
- A combination of related work experience and education demonstrating the ability to perform the functions describe above.
- Demonstrated ability to work with minimal supervision and complete assignments accurately, professionally and in an organized and timely manner
- Demonstrated ability to communicate effectively in writing, verbally, on the telephone and with diverse groups of people.
- Must have successful experiences dealing with Tribal operations.
- Demonstrated ability to deal with stressful situations in a positive and professional manner.
- Successful experiences dealing with deadlines and working under close time frames.
- Demonstrate ability to type 50 words per minute.
- Demonstrated ability in spelling, grammar and punctuation.
- Ability to read and understand various Federal, State and Tribal laws, regulations, ordinances and procedures.
- Demonstrated work experience maintaining STRICT confidentiality.
- Successful experience working with computers, transcription and recording devices, fax machines and other office/transcription equipment.
- Working knowledge/experience with Windows, EXCEL, PowerPoint and other business-related programs, etc.

- Demonstrated ability to write, clear, accurate and professional documents.
- Must pass initial drug test and participate in a random drug testing program of the Tribe.

Privacy Policy:

Employee must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USB, 552a) (i)(l).

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Job description:

Employee Signature

Date