

ALASKA ESKIMO WHALING COMMISSION

JOB DESCRIPTION

JOB TITLE:	AEWC Secretary
SUPERVISES:	N/A
REPORTS TO:	Administrative Manager
CLASSIFICATION:	Non Exempt—Regular Full-Time
SAFETY SENSITIVE:	No
STARTING WAGE:	\$22/hour

JOB SUMMARY: Performs the duties which are advanced level and require previous training and experience in typing, filing, general secretarial skills, knowledge of office equipment, including computers and word processors. Work may include preparing minutes, reports and correspondence, maintaining accurate and detailed records and files. Greeting visitors, telephone reception and scheduling appointments and meetings are routine tasks.

JOB DUTIES AND RESPONSIBILITIES:

- Prepares typed copy (e.g., correspondence, minutes, memoranda, briefs, agendas, contracts, reports, etc.) from written or oral information in order to produce error free documents.
- Maintain all files within AEWK:
 - A. General correspondence
 - B. Whaling Captains' spring and fall registration by village
 - C. AEWK quarterly meetings by quarter and by year
 - D. AEWK annual meeting by year
 - E. AEWK Annual Convention minutes
 - F. Harvest reports
 - G. Lease sale files (both federal and state)
 - H. Comments and statements of AEWK (by binder)
 - I. Legal reports.
- Maintain all central files, and will on a yearly basis dispose of the appropriate records for storage.
- Assist in updating whaling captains' lists by village and by registration annually.
- Assist in maintaining of election schedules for the village Commissioner Elections, and sends out notices in a timely manner. When the elections are certified by resolution,

they must be received by the AEWG office before the annual meeting date for ratification by Board of Commissioners. Maintain election file by year.

- Assists the Administrative Manager with the whaling activities during spring and fall hunts.
- Screens all incoming calls for the Executive Director and staff. Accepts and routes all telephone calls to personnel.
- All incoming mail must be opened, date stamped, then logged into the incoming register and routed to the Executive Director or staff. All correspondence in a red folder and all financial in a blue folder.
- Assist in the preparation of all travel arrangements for staff and Commissioners, including hotel reservations, pre-payment of accommodation schedule and obtain itineraries for all travel. Prepare per diem check requests and submit to the Finance Director.
- Assists in the preparation of the Annual Whaling Captains' Convention with the Executive Director, Finance Officer and prepares all travel arrangements through coordination of staff.
- Is responsible for making coffee, purchasing supplies and maintaining the coffee area
- Cleans, dust, and vacuums office and equipment weekly.
- Maintains confidentiality at all times.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS:

- Business English, spelling, grammar and punctuation required to produce and proofread simple written documents.
- Modern office practices, procedures and equipment required to perform office functions in an efficient manner.
- Records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
- Ability to speak Inupiaq preferred. In dealing with minutes, must have the ability to translate Inupiaq into English and transcribe from cassette tapes.

QUALIFICATIONS:

- Two years' experience at the Secretary level.
- Two years' formal education at an accredited Business College or business school, provided that additional secretarial experience is received.
- Ability to work with a high degree of independence.
- Ability to work with the public and members of the Commission, North Slope Borough, federal and state agencies.
- Must possess an Alaska Driver's License.

