



Craig Tribal Association  
P.O. Box 828  
Craig, Alaska 99921  
Tel: 907-826-3996  
Fax: 907-826-3997

**JOB ANNOUNCEMENT**  
**ADMINISTRATIVE SECRETARY**  
**Full-Time, Non-Exempt**

The Administrative Secretary will be responsible for answering the phone, filing, recording incoming mail and routing to appropriate department, public inquiries/contacts and communication. This position will be responsible for coding invoices for the Administration, and routing other invoices to proper departments. Additional duties include fielding telephone calls, receiving and directing visitors, word processing, filing and faxing. Extensive software skills are required, as well as internet research abilities and strong communication skills. The successful candidate must have flexibility, excellent interpersonal skills, project coordination experience and the ability to work with all levels of internal management and staff.

The Administrative Secretary is directly accountable to the Tribal Administrator, for the performance of assigned duties and responsibilities.

**Minimum Qualifications**

1. High School diploma or GED.
2. One (1) year of secretarial duties preferably working for a tribal government, or native corporation, preferred.
3. Demonstrated dependability, maturity and judgment in the performance of duties.
4. Must have a valid driver's license and be insurable for tribe's insurance carrier.
5. Attention to detail and multi-task.
6. Computer knowledge; proficiency with computer software, spreadsheets, word processing, keyboarding and ten-key.

**CLOSING DATE:** Open until filled.

Salary Range: \$18.00 -\$23.00/Hr. DOE

**CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT URINALYSIS AND SUBIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER. UNDER THE AUTHORITY OF P.L. 93-638, INDIAN PREFERENCE WILL APPLY.**

Applicants may be submitted to the Tribal Office at 505 Front Street, Craig, AK. Or submitted electronically to: [tribal.admin@craigtribe.org](mailto:tribal.admin@craigtribe.org)