



Craig Tribal Association P.O.
Box 828
Craig, Alaska 99921

Tel: 907-826-3996
Fax: 907-826-3997

Position: Administrative Secretary
Department: Administration/Enrollment
Pay Range: \$16-\$20.00/hr.
FLSA: DOQ Non-Exempt

General Duties: The Administrative Secretary shall be responsible for answering the phone, filing, recording incoming mail and routing to appropriate departments, public inquiries/contacts and communications. This position will be responsible for coding invoices for the Administration department, and routing other invoices to proper departments. These invoices will be coded to the appropriate program/grant and account. The Administrative Secretary will be responsible for intake forms for Tribal membership, ensuring new members are in compliance with the Enrollment Ordinance. The Enrollment Systems Coordinator will be responsible for the oversight of the Craig Tribal Association Membership Rolls. This position will work directly with the Enrollment Committee to oversee procedures for enrollment into the Craig Tribal Association tribe and implement changes as approved. This position will provide more information to the Membership regarding services offered by the Enrollment office and answer questions regarding enrollment. This position shall also assist potential members with family research as necessary to aide them in the enrollment process.

Supervision: The Administrative Secretary is directly accountable to the Assistant Tribal Administrator and under the general supervision of the Tribal Administrator.

Confidentiality:

All business operations, daily communications, and political matters of the Tribe will be kept strictly confidential, segregated on the computer system and shall not be available for review or access by anyone other than those authorized to receive such information.

Responsibilities:

- Answer and route telephone calls and greet visitors and route them to proper department.
- Record all incoming/outgoing mail in Excel.
- Assist clients/tribal members with preparation of enrollment applications and various forms.
- Responsible for Hall Rentals; provide Rental Agreements, walk-through with renter before and after, process deposits and releases, and provide/collect keys.
- Follow Enrollment Ordinance and assist applicants for membership to ensure all documents are in order; Enrollment Application, Family Tree Worksheet, Birth Certificate, document demonstrating Indian Blood Quantum and documentation demonstrating physical address within the CTA Tribal Boundary as established in the CTA Constitution. Provide updated Enrollment Resolution when file is complete.

- Ensure all tribal members mailing addresses are current and updated for tribal mail-outs and provide updated addresses to each department as needed for special mail-outs.
- Ensure all Tribal Elder's mailing addresses are current and updated for special mail-outs.
- Shop for supplies for building, administration, elder lunches, and Council meetings.
- Provide monthly notices to Tribal Elders for monthly Elder Lunches.
- Record and input data for tribal members in membership software.
- Assist the Tribal Administrator with monthly meeting preparations for Tribal Council meetings including meeting packet compilation and delivery.
- Attend all monthly Tribal Council meetings, record and submit typed meeting minutes for approval.
- Provide clerical support for Tribal Activities including but not limited to: Annual Membership Meeting, Tribal Elections, Back-to-School backpack coordination.
- Code all incoming invoices to appropriate grant/class and account per program and submit for approval.
- Office Duties
 - a) Typing, filing, faxing, copying, and updating social media as needed.
 - b) Keep office clean for general public.
 - c) Weekly duties include; replenish office supplies, filling copier, empty shredder and polish tables.
- Other duties as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills – the individual maintains confidentiality.
- Oral communication – the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Time Management – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- Adaptability – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.

Minimum Qualifications:

- High School Diploma or GED.
- Two (2) years of experience in an office environment preferred.
- Computer knowledge; proficiency with word processing, data input and keyboarding.

Other Requirements:

- The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Driving Policy, Pre-Employment Screening Policy and Drug, Alcohol and Contraband-Free Policy.

Indian Preference:

Native American Indian preference shall apply pursuant to the Indian Education and Self-Determination Act, and other relevant laws.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without prior notice.

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Craig Tribal Association policies and procedures – personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date