



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 providing administrative support for the Administrative and Financial Departments, recording Tribal Council minutes, make meeting arrangements, prepare reports and backup financial data. Additional duties may 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 Financial Manager and under the general supervision of 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.
3. Demonstrated dependability, maturity and judgment in the performance of duties.
4. Successful applicant must be able to pass a pre-employment drug/alcohol screen and criminal background check.

CLOSING DATE: October 11, 2019 at 4:00 p.m.

Salary Range: \$14-\$17.00/Hr. DOE

Posted: 09/30/2019

By: Anna Guthrie, Administrator

UNDER THE AUTHORITY OF P.L. 93-638, INDIAN PREFERENCE SHALL BE GIVEN TO THE APPLICANT WHO MEETS THE MINIMUM QUALIFICATIONS PURSUANT TO THE CRAIG TRIBAL ASSOCIATION'S PERSONNEL POLICIES AND PROCEDURES.

Applications may be emailed to: tribal.admin@craigtribe.org or brought to:

Craig Tribal Association – Main Office
1330 Craig/Klawock Highway
Craig, Alaska 99921
(907) 826-3996