



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 Craig Tribal Association (CTA) is seeking a dependable and organized Administrative Secretary to support daily administrative operations. This position serves as a key point of contact for the public and staff while ensuring efficient office coordination.

**Position Summary:**

The Administrative Secretary is responsible for answering phones, managing incoming mail, and routing correspondence to appropriate departments. Duties include responding to public inquiries, coding invoices for Administration, and directing invoices to the proper departments. Additional responsibilities include greeting and assisting visitors, filing, faxing, maintaining records, ordering office supplies, and supporting communication efforts.

This position also requires maintaining the CTA website, creating flyers, managing enrollment records, and attending CTA events. The successful candidate will demonstrate strong communication skills, organizational abilities, and the capacity to work effectively with all levels of staff and management.

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

**Minimum Qualifications:**

- High School diploma or GED required
- One (1) year of secretarial experience (tribal government or Native corporation experience preferred)
- Demonstrated dependability, maturity, confidentiality, and sound judgment
- Valid driver's license and ability to be insured under the Tribe's insurance carrier
- Strong attention to detail and ability to multi-task
- Proficiency in computer software, including word processing, spreadsheets, keyboarding, and ten-key

Salary Range: \$21.00 -\$25.00/Hr. (DOE)

Benefits: Health Stipend, Simple IRA, Paid Time Off (PTO)

Posted: 3.26.26, open until filled

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

Submit applications to the CTA Tribal Office, 505 Front Street, Craig, AK. Or email: [hr@craigtribe.org](mailto:hr@craigtribe.org)