

# Program Secretary

**OPEN:05/22/03**

**CLOSE:06/09/03 OR UNTIL FILLED**

**RESPONSIBLE TO:** Social Services Director

**SALARY:** GS-4 \$21,223-\$27,351/Annual/Full Benefits

GS-5 \$24,255-\$30,611/Annual/Full Benefits

Starting salary will be determined by funding, experience, and training level and normally is not above the first grade, mid-step range.

**CLASSIFICATION:** Full-time, Regular, Non-management

## **LOCATION:**

Klamath Tribes Administration

Planning Department

501 Chiloquin Boulevard

Chiloquin, OR 97624

## **INTRODUCTION**

This is a program support staff position. The primary purpose is to provide a wide variety of clerical and secretarial activities in support of the Social Services Department. Performs a variety of normal, related office routines as well as various repetitive tasks related to the program support and acquisition of materials and supplies for all staff. Work is standardized and requires only occasional choice from among several alternative courses of action.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Types and reproduces a variety of daily correspondence and documents from dictation, handwritten or rough copy. This includes, but is not limited to, memorandums, letters, grants, budgets, reports, monthly newsletters, directories and forms. Responsibility will include proper assembly, arrangement, grammar, and spelling. Prepares intermediate drafts when requested. Creates and updates appropriate forms for department programs as needed.
2. Performs receptionist duties for department staff. Receives telephone calls and greets visitors; answers routine and procedural inquiries personally; and refers other matters to supervisor or appropriate staff members.

3. Maintain an ongoing balance spreadsheet for all Social Service fund accounts.
4. Establishes and maintains an effective record keeping system. Obtains documents, files, and background information, and assembles materials from files for use by Social Services Department Staff.
5. Makes necessary arrangements for conferences, meetings, lectures, events, including space, time, equipment, notification, etc. Attends meetings or proceedings including staff meetings or training sessions as required. May be required to take notes and/or prepare summary reports.
6. Maintains and secures needed office supplies, publications, and services.
7. Prepares travel forms and makes travel arrangements for staff and Committee as directed. This includes making hotel and plane reservations, preparing itineraries and other related duties.
8. Maintains record of correspondence and action documents and follows up on work in progress to ensure deadline date will be met.
9. Other related duties as required.

### **SUPERVISORY CONTROLS**

Assignments are performed according to various established office procedures. New assignments are provided in detail as are changes in the current procedures. After initial training, work is performed independently, resolving simple problems independently. Major or new issues are referred to supervisor. Work is spot checked for accuracy, adequacy and timeliness.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must have excellent typing skills and computer skills. Emphasis will be on accuracy and attention to details. Ability to use Micro-Soft Access in order to perform various word processing, spreadsheet, and desktop publishing functions. Knowledge of English, grammar, spelling, punctuation, and a variety of letter and report formats in order to prepare correspondence and reports.

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc. This person should have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing work.

Knowledge of standard filing systems in order to prepare, file, and retrieve various documents efficiently.

Ability to communicate orally and in writing. This person should be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports and instructions, etc., as well as for obtaining information or conveying messages between the supervisor and other staff members.

Knowledge of tribal guidelines, regulations, and procedures and ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities, of the office and tribal organization. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- High School Diploma or equivalent, **REQUIRED**.
- Minimum 2 years combined experience and/or training in secretarial/office technology field, **REQUIRED**.
- Ability to type a minimum of 45 wpm with accuracy. Certification of typing/keyboarding ability, **REQUIRED**.
- Experience with office equipment; such as typewriter, photocopier and multi-line telephone system.
- Computer skills, **REQUIRED**. Microsoft Access and WordPerfect software program experience, **REQUIRED**.
- Must be able to work cooperatively with a diverse group of staff.
- Must pass the required pre-employment alcohol/drug screen test as a condition of employment.
- Indian Preference will apply.

### **APPLICATION PROCEDURES**

Submit a Tribal *Application for Employment* with resume, work experience references and typing certificate. Send application and supporting documents to:

#### **HOW TO APPLY**

Submit a Klamath Tribal Application for Employment, with all requirements and supporting documentation to: The Klamath Tribes **(at the address below)**

**NAJ Posted 5/22/03**