

IN-HOUSE POSTING



POSITION: Recording Secretary
Full Time/Non-Exempt
\$13.36-\$18.21 DOE

POSTED: 07/13/2010

CLOSING: Open until filled

Position Summary:

The Recording Secretary is responsible for the creation and maintenance of accurate, accessible and permanent records of the meetings of the Tribal Council and other boards and committees, as directed by the Tribal Administrator or Tribal Council. The Recording Secretary also provides technical and administrative support to assure that Administrative Staff have the information necessary to carry out their governance responsibilities.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Attend all regularly scheduled Tribal Council meetings, general membership meetings and other meetings as requested by the Tribal Council or the Tribal Administrator.
- Prepare agendas, agenda packets and work books for each scheduled Tribal Council meeting to be available on the Friday before the meeting.
- Provide logistical support for all meetings, including but not limited to: booking meeting locations or rooms, arranging meal and beverage service (as needed); ensuring required equipment and media are available and tidying at the end of the meetings.
- Record, review, write in final format and submit minutes from each meeting for Tribal Council approval. File approved minutes, agendas and all attachments from each meeting.
- Perform and/or delegate short or long term tasks as directed by Tribal Council at each meetings, keeping a record of tasks and their assigned staff (Task List).
- Maintain files of Tribal Constitution, Ordinances, Policies and any other legal or court documents of Smith River Rancheria.
- Compose Tribal Council correspondence and other written materials, as directed.
- Work closely with Tribal Court Judges and other Court Staff to prepare court dockets and other schedules.
- Maintain a list of contact information for legal counsel, Tribal Court Judges, plaintiffs and defendants in each case filed in Tribal Court.
- Organize and distribute court and other legal forms, as needed.
- Maintain current and accurate records of all proceedings filed and/or heard in Tribal Court.
- Other duties as requested by Tribal Council or the Tribal Administrator.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High school diploma or equivalent (GED) is required; or one year (12 months) office administration experience, or an equivalency of education and experience.
- Knowledge of common office practices and computer literacy in a Microsoft Office environment is required.
- Demonstrable organizational skills required.
- The ability to take minutes and notes in short-hand and an ability to prioritize tasks in a multi-faceted environment is preferred.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The noise level in the work environment is usually moderate,(examples: business office with computers and printer light traffic).

CONTACT HUMAN RESOURCES FOR FURTHER DETAILED JOB DESCRIPTION INFORMATION AND TO SUBMIT AN APPLICATION.