

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Support Specialist II (CP&ED)

EXEMPT: No	JOB CODE: 4-TS T4
TARGET SALARY: \$15.74 to \$16.43/DOQ	SHIFT: 8:00 to 5:00
PROGRAM: Planning	LOCATION: Bldg 6
REPORTS TO: Community Planning & Economic Development Manager	

SUMMARY: Provide a wide variety of clerical and secretarial activities in support of the community Planning and Economic development Manager and program. This position performs a variety of normal, related office routines, as well as, various repetitive tasks related to program support and acquisition of materials and supplies for staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Operate electronic data processing equipment in the preparation of complex reports, funding packages, and standard correspondence. Responsible for the sound spelling, grammar, punctuation and proper judgment in editing and proofreading.

Performs a full range of secretarial duties including typing on a typewriter, or Personal Computer word processing programs, letters, memorandums, statistical information, extensive reports and other material from oral direction, rough draft or handwritten copy, or from notes.

Operates adding machine, copy machine, facsimile machine, and other equipment; checks and tabulates statistical data; sorts and files documents.

Process invoices, purchase requisitions, travel, personal requisition, other related documents, and keep inventory of and order supplies.

Maintain program records, files and consultant, contractual and construction agreements in a orderly fashion for ready access.

Assist staff in the preparation of grants, loans, contracts, or any other related applications and prepare them for final submission to the appropriate department or agency.

Performs receptionist duties for program staff. Receives telephone calls and greets visitors; answers routing and procedural inquiries personally; and refers matters to supervisor or appropriate staff member.

Open and route incoming mail, generates routing responses, and prepares outgoing mail. Assists departmental staff by providing Xerox copies for projects and meetings.

Establish and maintain an effective record keeping system. Obtains documents, files and background information, and assembles materials from files for use by program manager and departmental staff.

Assist in monitoring program budget reports, prepares adjusting journal entries as requested.

Makes necessary arrangements and assists in coordinating for conferences, meetings, lectures, events, including reservations for space-time, gathering and assembling equipment, etc. Attend meetings including staff meetings or or training sessions as required. Will be required to take minutes and/or prepare summary reports of meetings.

Maintains and secures needed office supplies, publications and departmental office equipment and furniture. Order supplies when needed.

Maintains common departmental areas such as conference room, break room, supply room, GIS room and archive room. Maintains calendars of departmental conference room use, and check-in/out board.

Prepares travel vouchers and travel arrangements for program staff or as directed.

Maintains record of correspondence and action documents and follows up on work in progress to ensure deadline date will be met.

Assist in maintaining databases, spreadsheets, and libraries related to Department functions. Continue to develop departmental planning archives through: sorting planning documents, scanning in electronically into database, keeping a log of documents scanned and library, making copies for departments upon request, and keeping a log of documents copies and checked out.

Revised 10/10/11
Revised 08/19/14
Revised 10/08/21
Revised 09/26/22

Ability to operate office equipment such as typewriter, photocopier, fax, telephone, scanner, LCD projector, Xerox machine, and to learn how to Operate new equipment and technology. Help develop instructions/train departmental staff in use of the office equipment. Keeps log of equipment borrowed by other departments.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Two years progressively responsible office administration experience.

College course work in office skills preferred.

LANGUAGE SKILLS:

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

REASONING ABILITY:

Ability to apply commonsense 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 have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

OTHER SKILLS AND ABILITIES:

Computer experience is required. Must have the ability to work with programs such as Word, Excel, Powerpoint. Additional software program experience is preferred.

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing work.

Knowledge of order to prepare, file and retrieve various documents efficiently.

Ability to type accurately, proofread documents, and ensure high quality of finished work.

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.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Strong work ethic and professionalism.

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

PHYSICAL DEMANDS

The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council

OPEN: May 11, 2023

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Human Resources
P.O. Box 115, Bldg 7
Neah Bay, WA 98357
Fax: (360) 645-3123

CLOSE: May 24, 2023

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.

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