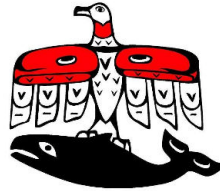


REQUEST FOR QUALIFICATIONS

Makah Tribal Council

Tribal Secretary Position



The Makah Tribal Council will be accepting letters of interest until the position is filled.

Submissions may be delivered in person at the Makah Tribal Council building, emailed to cos@makah.com, or mailed to:

**Makah Tribal Council
Attn: Chairman Timothy J. Greene Sr.
PO Box 115
Neah Bay, WA 98357**

For further inquiries or additional information, please contact Christopher Martinez, Chief of Staff and Acting Tribal Secretary at 360-640-1817 or cos@makah.com.

Tribal Secretary

The Makah Tribal Council is seeking qualified applicants to fill the position of Tribal Secretary. This role is essential to the administrative functions of the Tribal Council, and the individual will be responsible for performing duties as outlined in the Makah Tribe's Constitution and By-Laws. The Tribal Secretary will work under the direction of the Makah Tribal Council and general supervision of the Chairman.

Position Summary

The Tribal Secretary is tasked with preparing agendas, resolutions, ordinances, and meeting minutes, maintaining official files, managing correspondence, and supporting administrative stability. The duties of the Tribal Secretary include but are not limited to the following information fields.

Essential Duties

1. Prepare agendas, proposed resolutions, and ordinances for the Makah Tribal Council Agenda meetings and General Council Meetings.
2. Record and distribute meeting minutes, resolutions, and ordinances.
3. Maintain official files and oversee correspondence handling systems.
4. Issue public notices pertaining to Makah Tribal Council meetings and events.
5. Perform various clerical duties, including correspondence preparation, informative reports, payment processing, and report consolidation.
6. Supervise the Makah Enrollment Officer and other staff and ensure compliance with organizational policies.

Other Requirements:

1. Valid Washington State Driver's License and insurability.
2. Clear a pre-employment alcohol and drug test.

Submission Requirements

1. A letter of interest detailing qualifications and experience relevant to the position.
2. A current resume.
3. Copies of certifications or relevant credentials.

Note: All interested parties are encouraged to submit a letter of interest as soon as practicable to accommodate the holiday break.