

**Executive Assistant #2017-43 (STROUD)** Performs secretarial work of a complex nature for an elected official of the Sac & Fox Nation; general office functions; performs related work as required. May perform skilled legal clerical work of average difficulty. Work is performed under the general supervision of the elected official. Must have knowledge of modern office practices and procedures and the use of office machines and equipment. Knowledge of the Constitution of the Sac & Fox Nation as it relates to the Tribal Secretary and other elected officials. Ability to communicate effectively orally and in writing. Sufficient skill in typing to complete 60 wpm accurately and the ability to take sufficient notes at a meeting to prepare an accurate record of events. Associates degree and/or completion of a six (6) month or longer secretarial procedure course. Advanced training in typing and general office procedures. Five (5) to ten (10) years' experience as a Secretary performing complex and responsible stenographic and clerical duties. Experience in modern office procedures and office equipment, i.e. (Dictaphone, typewriter, copying machine, computers, etc.) Willing and able to work flexible hours. Or any equivalent combination of education and experience may be considered. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**