

Senior Executive Assistant #2017-40 (STROUD) Performs secretarial work of a complex nature for the elected officials of the Sac and Fox Nation, general office functions, notary duties when necessary, and performs related work as required. May perform skilled clerical work of average difficulty. Work is performed under the general supervision of the elected officials as directed by the Principal Chief. Knowledge of modern office practices, procedures and equipment (including computers). Knowledge of Sac and Fox Nation policies and procedures, Constitutions and rules; Ability to establish and maintain effective work relationships with supervisory personnel, co-workers, the media, representatives from all levels of the government, civic organizations, business professionals, and the general public. Ability to communicate effectively orally and in writing. 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. Notary Public License or Eligibility to Obtain Said License. Five (5) to ten (10) years experience as a Secretary performing complex and responsible recording equipment and clerical duties. Willing and able to work flexible hours. Any equivalent and 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.**