

Executive Assistant 2 #2019-18. The purpose of this position, located at the Office of Government in Stroud, Oklahoma, is to perform clerical work of a complex nature for elected officials of the Sac and Fox Nation. Duties consist of general office functions such as: answers phone, receives and screens office visitors, receives and maintains internal control of incoming and outgoing mail, schedules and maintains calendar, typing, maintains official files and records, scanning, scheduling travel, taking meeting minutes, dictation, and notary duties when necessary. May perform skilled legal clerical work of average difficulty. Work is performed under the general supervision of the Senior Executive Assistant. Thorough knowledge of modern office practices and procedures along with the use of office machines and equipment. Must have ability to communicate effectively orally and in writing, and project a positive image to the public. Associates degree and/or completion of a six months or greater secretarial procedure course. Five to ten years' experience as a secretary performing complex and responsible stenographic and clerical duties; or any equivalent combination of education and experience may be considered. Notary Public License or eligibility to obtain such license.