

Position: Administrative Assistant  
Department: Economic Development  
Supervisor: Economic Development Director  
Supervises: No one  
FLSA Status: Non-Exempt

Position Summary:

This position provides administrative support for program areas and support functions for Economic Development, Planning/Grant Writing, and Education with priority given to support the Economic Development Director. This may include responsibility for providing various services to other departments, with similar duties and responsibilities.

Duties and Responsibilities:

- Consistently represents the Sac and Fox Nation in a professional and consistent frame of reference. Greets all visitors with a smile.
- Maintains, organizes and files various records, prepares correspondence and business letters or other materials, and similar activities. Opens, scans or reads and distributes mail; composes official correspondence for signature, disposes of routine correspondence.
- Screens telephone calls; provides information or refers callers to appropriate staff members; answers inquiries.
- Receives visitors in a professional manner; answers inquiries under the supervision of the Economic Development Director. Personally or refers to appropriate official.
- Has 50% (estimated) time responsibilities in support of Economic Development, WITH PRIORITY.
- Has remaining time, as available, to be shared with the Department of Education and Planning/Grant Writing.
- Arranges for special conferences and meetings; maintains calendars, advising of commitments; arranges for travel itinerary and accommodations; prepares and submits travel claims and expense account.
- Independently researches, assembles and summarizes material, information and data for Economic Development Director and Planning/Grant Writer for consideration and action;
- Drafts confidential, technical, or legal material requiring a high degree of accuracy; may record and transcribe proceedings of meetings and conferences for Supervisor.
- Prepares agendas, materials related thereto, and ensures that all legal requirements are met for action of the Economic Development Director.
- Independently complies and prepares recurring reports for signature for the Economic Development Director, Planning/Grant Writer, and Education. Type's letters, narrative/statistical reports, minutes, agendas resolutions, and other material. Proofreads all work for accuracy and appropriate format.
- Prepares invoices and payments of claims, requisitions, purchase orders and other fiscal duties, if required.
- Performs such other duties as may be assigned.

Knowledge, Skills, and Abilities:

Requirements at this level include knowledge of spelling, punctuation, and business English; of business mathematics; of modern office methods and procedures; of the maintenance and filing of complex records; and of the major policies and procedures governing assigned programs. Ability is required to maintain effective working relationships with others; to handle confidential work; to interpret and handle routine matters in accordance with policy; and to follow oral and written instructions.

Education and Experience:

Incumbent must possess knowledge of Microsoft programs (i.e. Microsoft Works, Excel, Outlook, and Power Point). High School Diploma or G.E.D. required. Associates Degree acceptable, Bachelor's Degree preferred. Three (3) years experience performing technical clerical office work or an equivalent combination of education and experience. A combination of education and experience may be considered.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date