

MI'KMAQ NATION POSITION DESCRIPTION

TITLE: Administrative Assistant

CLASSIFICATION: Full-Time/Hourly-Non-Exempt

IMMEDIATE SUPERVISOR: Tribal Administrator

SALARY RANGE: \$ 16.00-\$22.95

NOTE: The following includes data on essential job functions, as well as physical, mental, academic and experiential requirements. The description is meant to serve interviewers, applicants, and directors as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this position may change over time, according to the Tribe's needs.

SUMMARY OF POSITION: The incumbent will provide support functions to the Tribal Administrator and various departmental programs under the Mi'kmaq Nation, and will use his/her knowledge, training, and technical skills to provide high quality services to consumers from both within the tribal services realm, the tribal community, and surrounding community (ex. vendors, contractors, etc.).

EDUCATION/EXPERIENCE: Associates Degree in Business Administration preferred, or High School Diploma with a minimum of three (3) or more years' experience as an Administrative Assistant.

LICENSES OR CERTIFICATIONS: Valid driver's license.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: The incumbent must possess excellent oral and written communication skills, basic organization and time management skills, type 50+ words per minute, and a high degree of computer literacy, including proficiency with spreadsheets, database software, and Google based cloud software. The ability to operate general office machines, including a computer, copier, scanner, and shredder. Must be able to project a sincere, positive image of the Tribe, and present his/herself in a courteous, professional manner when interacting with the general public, clients, agency personnel, and community professionals. Client service experience and strong interpersonal skills are also required. Ability to work independently and as part of a team. Knowledge of Tribal community values and norms.

WORKING CONDITIONS: Regular office environment. Some work-related travel is required throughout the State of Maine, as well as out of area.

FUNCTIONS/TASKS:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves supervisor's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains appointments & schedules by planning and scheduling meetings, conferences, teleconferences, and travel for organization and as needed by departments.
- Represents the Tribal Administrator by attending meetings in their absence. Welcomes guests, customers, and other visitors as a professional and courteous first point of contact by providing a warm in-person or telephone greeting, helping individuals feel comfortable and appropriately assisted, and maintaining a consistently positive, helpful, and service-oriented attitude. Answers, screens, prioritizes, and directs incoming telephone calls and inquiries; courteously places callers on hold when needed to manage multiple calls or assist visitors; and ensures messages and requests are accurately relayed to the appropriate staff member or departments. Maintains the highest customer confidence and protects operations by keeping all information confidential.
- Trains, implements, and fills in for the Procurement Officer when absent regarding the receiving process while completing all required paperwork for item reconciliation.
- Prepares reports by collecting and analyzing information.
- Secures information by completing data base backups as needed.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Prepares a monthly newsletter comprised of all Mi'kmaq Nation departmental communications required to be mailed to members bi-annually in January and July of each year. All other mailings will be posted to all social media and the tribal website.
- Prepares and mails all required departmental mailings, including job announcements.
- Contributes to team work atmosphere by being helpful, maintaining a positive attitude, and taking on various projects.
- Maintain strict adherence to confidentiality as outlined in the Privacy Act of 1974.
- Review and abide by the MN's Personnel Policies.
- Attends all required trainings and assigned meetings.
- Reports to work, meetings, trainings, and scheduled appointments on time.
- All other duties as assigned.

EVALUATION

Feedback will be practiced on an on-going basis and the notes will be attached to your personnel file. Formal evaluations will be conducted minimally, on an annual basis, and are based on how one meets, exceeds, or fails at standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein, are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modifications to reasonably accommodate qualified individuals who pose a direct threat or significant risk to health and safety to themselves or others.

PREFERENCE WILL BE GIVEN TO NATIVE AMERICAN APPLICANTS