

**Cheyenne River Sioux Tribe
Tribal Council
Council Secretary**

General Statement of Duties: Performs secretarial duties for the fifteen (15) members of the Cheyenne River Sioux Tribal Council.

Supervision Received: Works under the immediate supervision of the Legislative Specialist and the Vice-Chairperson of the CRST Tribal Council.

Supervision Exercised: Tribal Council Office Clerk as delegated in the absence of the Council Legislative Specialist.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Performs general secretarial duties for the Tribal Council; collects, screens, sorts, compiles, and distributes incoming correspondence for the Tribal Council's use.

Receives inquiries from the public by telephone or in person and furnishes information or directs inquiry to the proper personnel. Handles questions and complaints regarding Tribal Council.

Arranges conferences and schedules meetings for Tribal Council Committees in the absence of the Council Legislative Specialist.

Takes minutes at Tribal Council committee meetings as assigned, transcribes dictation, and insures that all committees have their minutes ready for Tribal Council.

Keeps official records and reports and maintains appointment calendar for Tribal Council Members in the absence of the Council Legislative Specialist.

Arranges travel using the internet and prepares mileage for Tribal Council Members.

Assists the Council Legislative Specialist as needed in composing a variety of correspondence, reports and other materials as requested by Tribal Council.

Processes purchase orders, finance vouchers, etc. when appropriate for operational transactions in the absence of the Council Legislative Specialist.

Must be able to work a flexible schedule as committees meet at random, especially during Tribal Council week.

Perform other duties as assigned within the scope of the position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must be professional and well organized. Excellent written and oral communication skills. Must be able to type quickly and accurately and can check documents for grammar, spelling and punctuation errors under tight deadlines. Experience using data recorders and optical scanners. Excellent knowledge of word processing tools and spreadsheets. Familiarity with and able to operate all standard office equipment. Must have the ability to perform multiple tasks accurately and efficiently under time constraints. Able to create and maintain permanent legislative files for applicable Tribal resolutions/ codes, ordinances, etc. Must be able to work both independently and cooperatively. Have the ability to exercise professional judgment and maintain strict confidentiality. Ability to operate and maintain an office computer/laptop and necessary software systems. Knowledge and ability to work with Microsoft Office and internet functions. Possess a working knowledge of contemporary office practices and procedures. Record and transcribe Tribal Council Committee meeting minutes. Shows initiative and sound judgement with an ability to react resourcefully under varying conditions. Establish and maintain professional effective working relationships with co-workers, supervisors, other Tribal departments, other agencies, and the general public.

Education: Minimum one (1) year college coursework relating to general business and/or office management.

Experience: Two (2) to Three (3) years of work experience in a secretarial or generalized office work.

— Or

An equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirement: Required to submit to CRST Drug Testing Policy. Submit to Tribal/local background checks. Maintains confidentiality at all times.

10/23/2019