

KAWERAK POSITION DESCRIPTION

DEPARTMENT: Administration
JOB TITLE: Alternate Tribal Coordinator
POSITION STATUS: Temporary Full Time
EXEMPT STATUS: Non-Exempt
PAY SCALE GRADE: 9-10-11
REPORTS TO: Tribal Affairs Director

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

- 1) Provide administrative support at the local level to facilitate information exchange and delivery of services.
- 2) Assist in gathering information on the needs of tribal members at the local level, forward above information to Kawerak for inclusion in region-wide planning efforts.
- 3) Establish and maintain local filing system and office procedures.
- 4) Receive visitors, answer phones and disseminate information.
- 5) Assist with tribal enrollment, financial reports and other reports as necessary.
- 6) Schedule meetings and conferences for Tribal Council.
- 7) Record and transcribe minutes for all Tribal Council meetings.
- 8) Compose letters and answer routine correspondence, type reports, grants and correspondence.
- 9) Assume responsibility for day to day office operations for Tribal Council.
- 10) Assist tribal members with application forms and information requests at the local level.
- 11) Other duties as assigned by the Tribal Council President

QUALIFICATIONS:

- 1) High school diploma or G. E. D. equivalent.
- 2) Two years previous secretarial or administrative experience.
- 3) Must be able to type. Computer experience desirable.
- 4) Strong organizational, oral, and written communication skills.
- 5) Must be able to work well with the public.

Native Preference per Public Law 93-638.

(Update 4-3-00)