

TOHONO O'ODHAM NATION
Legislative Branch

Job Description

P.O. Box 837
Sells, Arizona 85634
(520) 383-2470
<http://tolc-nsn.org>



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|----------------------------|-----------------------------------|
| POSITION TITLE: | Office Specialist |
| CLASSIFICATION: | Non-exempt |
| GRADE/STEP: | NE 3-1 |
| SALARY/HOURLY RATE: | \$40,957.07/\$19.6909 |
| SUPERVISOR: | Office Manager |
| DEPARTMENT: | Legislative Branch/Administration |

Position Summary:

Provides general support to the Legislative Branch by assisting the Office Manager and performing general clerical and office duties. Maintains confidentiality of all privileged information

This list of duties and responsibilities is illustrative only of the task performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Welcome visitors, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor.
- Prepares correspondence, reports, minutes, agendas, memos from clear copy or rough drafts; prepares requisitions, partial payments forms, timesheets for payroll, and other documents to submit for approval. Performs simple calculations in relation to those items.
- Arrange travel when given approval using professional travel services, when possible, provides necessary information to travelers in relation to travel itineraries that include reservations for airline, lodging and transportation services.
- Answering phone calls and responding to emails in a professional and timely manner.
- Responds to requests from Council Representatives and the public; provides routine information and refers them to appropriate sources of information.
- Maintains inventory of office equipment and/or supplies requested by council members and staff.
- Receives, sorts, logs, and route mail as needed.
- Assist in maintaining office files copies of incoming and outgoing correspondence according to established procedures.
- Assist in making necessary arrangements for scheduling meetings.

- Maintains a neat and orderly office area.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED plus two (2) years secretarial experience; or equivalent combination of education and experience. Current valid Arizona Driver's License. No DUIs or major traffic offenses in the past three (3) years. Bilingual O'odham/English preferred.

Knowledge, Abilities, Skills and Certifications:

- Knowledge of modern office practices, procedures, and equipment.
- Skill in operating business computers and office machines, including various database, spreadsheets, and word-processing programs.
- Knowledge of business writing, spelling, grammar, punctuation, and basic arithmetic.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.
- Strong organizational and planning skills in a fast-paced environment.
- Proficient in handling multiple tasks and deadlines.
- Ability to exercise independent judgement and action in establishing or adopting work procedures to changing situations.
- Ability to maintain professional appearance when dealing with staff and the public
- Ability to learn assigned clerical tasks to adhere to prescribed routine.
- Ability to work overtime and after duty hours as needed
- Ability to work part of a team.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to fingers, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds