

JOB OPENING ANNOUNCEMENT

Job Title: Executive Administrative Assistant **Report To:** Chairperson/Vice-Chairperson

Department: Executive Administration **Job Vacancy:** YAN-24-029

Status: Full-Time; Exempt **Starting Wage:** DOE

Opening Date: 2/26/2024 **Closing Date:** 3/8/2024

POSITION DESCRIPTION:

Provide professional support services to the Executive Offices in the areas of administration, technical and fiscal matters of a highly sensitive nature where confidentiality is imperative.

QUALIFICATIONS:

- High School Diploma and some college level courses preferred.
- A combination of related work experience and education demonstrating the ability to perform the functions described above.
- Demonstrated ability to work with minimal supervision and complete assignments accurately, professionally and in an organized and timely manner.
- Successful experiences dealing with deadlines and working under close time frames.
- Knowledge of the operations of the Tribal government.
- Must have knowledge of federal government regulations and their role with tribes.
- Ability to read and understand various Federal, State and Tribal laws, regulations, ordinances and procedures.
- Knowledge of efficient office operations, including record keeping.
- Ability to demonstrate the high level of professionalism and confidentiality required when interacting with employees and the general public.
- A thorough knowledge of the Yavapai-Apache Nation Constitution, and personnel policies of the Nation.
- Ability to make sound decisions with minimal supervision.
- Ability to inspire and develop harmonious relationship with Tribal Council, staff and Tribal Members.
- Must have excellent writing skills.
- Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information.
- Ability to coordinate meetings with the community, and government departments.
- Must be willing to travel and assist and represent the Nation at different events.
- Must be responsive and available to the Executive Office via email, and cell phone as required.
- Must be able to maintain an extremely high level of confidence at all times, both on and off duty.
- Demonstrated ability to deal with stressful situations in a positive and professional manner.

- Computer skills in advanced Microsoft Office programs such as, data management, Power Point, Advanced Word, and other software as necessary.
- Must have a valid Arizona Driver License and must be insurable with the Yavapai-Apache Nation's insurance policy and maintain insurability throughout the duration employment.

DUTIES AND RESPONSIBILITIES:

- Greet Tribal Members as the first point of contact to the Executive Office and direct them as appropriate.
- Coordinate scheduling of and preparation of materials for meetings.
- Establish and maintain effective working relationships with tribal government, Tribal Council, Tribal Management, enterprise managers, departments and employees, and the general public.
- Communicate and work effectively with tribal, state and local governments in coordination of meetings and relationship building.
- Prepare and mail all correspondence to Tribal Members and tribal, state and local governments.
- Handle incoming and outgoing department communications, process timely responses on behalf of the Executive Office.
- Resolve routine requests and complaints in accordance with established procedures.
- Assist the coordination of community parties and major events.
- Sit in on Tribal Council meetings and act in the Tribal Secretary when necessary.
- Assist the Executive Office and/or staff in the daily activities.
- Develop and maintain extensive computer and hard copy files regarding compliance, and other essential information in a secure environment.
- Travel alongside with the Executive Office to different places without the limitation of time.
- Other duties as assigned.

Physical Requirements

The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

