**JOB ANNOUNCEMENT**

**Post Date: 12/10/20**

**Interim Executive Secretary**

**Closing Date: 1/15/21**

* **Wages:** DOE
* **Classification:** Non-Exempt
* **Reports to:** Tribal Business Administrator
* **Hours:** Monday – Friday, 8:00 AM to 5:00 PM, One Saturday a month and some evenings
* **General Responsibilities:**

This person will work under the supervision of the Tribal Business Administrator, and/or in his/her absence the Tribal President. IES requires difficult and responsible secretarial work to relive the Tribal Business Administrator of a wide verity of administrative office details. Maintain a follow up system reflecting deadline dates for submission of information comments, etc., requested of Tribal Office. This person shall attend all regular and special meetings of the Round Valley Indian Tribal Council. IES shall keep a full report of all proceedings of each regular and special meeting of the Tribal Council.

This person shall attend to all the correspondence of the Tribal Council under the direction of the Business Administrator. Prepare agendas for each regular and special meetings of the Tribal Council.

**Qualifications include:**

Two (2) years college with business as a major preferred, and/or four (4) years experience in work which demonstrated possession of the ability to perform secretarial work above the trainee/work experience level, or served as personal clerical assistant or aide to a professional, technical, supervisory, administrative, executive or similar employer. Must have a definite demonstrated background of maintaining confidentially of program activates, personnel actions and proposed or projected program modifications.

Must maintain a business like relationship with other staff members and any representative from other agencies.

Requires awareness and taken appreciation of Indian traditions, customs, and social economic needs and the organizations consisting of numerous tribes with varied cultures which require tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of the sensitive nature. Must have knowledge in understanding and interpreting contracts and agreements. etc. Possesses working knowledge of funding agencies that work with the Round Valley Indian Tribal Council and various other programs under the auspices of the Tribal Council. Must have knowledge of writing tribal resolutions and a general knowledge of writing contracts and legal agreements.

**To Apply Contact:**

Round Valley Indian Tribes, Personnel Department 77826 Covelo Road, Covelo CA 95248 For more information call 707.983.6126, Ext. 103 All applications must include a Resume. Full Job Description will be available for each position when requested

**INDIAN PREFERENCE:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, the Round Valley Indian Tribes is an Equal Opportunity Employer.

**ROUND VALLEY INDIAN TRIBES IS AN EQUAL OPPORTUNITY EMPLOYER (EOE) Applicants are considered without regard to race, color, religion, sex, age, national origin, sexual orientation, marital or veteran status, or the presence of a non-job-related mental or physical disability.**