

**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Secretary II

SALARY: Pay Range: \$27,095.54 - \$38,324.64 (RANGE 6)
Target Salary: \$35,000.00 annually

DEPARTMENT: Department of Natural Resources, Fisheries Program

LOCATION: *Position located at Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation*

EMPLOYMENT STATUS: Full-Time Covered Status Position

SUPERVISED BY: Office Manager/Administrative Assistant, Fisheries Program

OPENING DATE: August 9, 2010

CLOSING DATE: Open Until Filled - (with first screening August 25, 2010)

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, fish, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

DNR Mission Statement

To protect, restore, and enhance the First Foods - water, salmon, deer, cous and huckleberry – for the perpetual cultural, economic and sovereign benefit of the CTUIR. We will accomplish this using traditional ecological and

cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

Fisheries Mission Statement

To provide sustainable harvest opportunities for aquatic species of the first food order by protecting, conserving, and restoring native aquatic populations and their habitats.

Administration Mission Statement

To facilitate the Department Mission, DNR Administration comprehensively manages the efficient operations of the Cultural Resource, Water Resource, Fisheries, Wildlife, Range/Agriculture, Forestry, Environmental Planning and Rights Protection, and Environmental Outreach Programs and ensure their consistency with the DNR Mission, Tribal laws, and regulations.

GENERAL STATEMENT OF DUTIES

Under general supervision, provide core administrative activities to the Fish & Wildlife Commission and Fisheries staff (70+ employees). Responsible for performing and coordinating a variety of secretarial duties that may include word processing, writing, and communicating functions. Individual must be able to multi-task and be reliable.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. Provide support services to the Fish & Wildlife Commission (FWC) including but not limited to:
 - Assist in preparation of FWC Agenda, includes gathering information for the meeting from CTUIR and other participating agencies;
 - Attend all regular and special meetings of the FWC each month; document meeting minutes (via voice recorder and/or laptop computer), responsible for set up and clean-up of conference room for meeting (laptop, multi-media projector, coffee, lunch, etc.);
 - Prepare final minutes for FWC approval, submit purchase requisition for stipends, track stipend payment(s);
 - Receive and prepare hunting permit applications for FWC review/approval;
 - Receive and prepare fishing permit applications for FWC review/approval;
 - Prepare Hunting & Fishing Regulations for FWC review/approval, send to appropriate agencies and fishers list, track and file appropriately;
 - Coordinate Tribal Subsistence Fish operation (i.e., send letter to fishers list, arrange for emergency hires, secure purchase order for supplies, communicate with fisherman on catch, arrange vehicle/trailers/fish totes, etc.);
 - Coordinate fish and meat distributions, will be required to handle fresh fish/meat;

- Distribute FWC Hunting/Fishing Permit Books to surrounding vendors, includes; ordering permit books, delivering to vendor, coordinating price adjustment with FWC, provide accurate synopsis/map;
 - Dispense information (via CTUIR web site, mailings, etc.) such as, fishing/hunting applications/special hunts, regulations to general public;
 - Develop and maintain meeting calendar for FWC, send reminders, secure Conference Room;
2. Assist in the day-to-day operations of the Fisheries Program including (but not limited to):
- Answer phone and give information to callers, take messages, or transfer calls to appropriate individuals;
 - Receive and review paperwork thoroughly before forwarding to Administrative Manager for signature, includes: checking accuracy of travel reports, current rates on mileage reimbursement, all attachments included on purchase requests, petty cash, etc.;
 - Serve as back-up to DNR Administration Secretary desk when needed;
 - Receive and greet visitors; answer general questions, refer specific inquiries to others;
 - Process daily mail, coordinate with mail room on packages/postage, includes Fed Ex overnight applications;
 - Coordination with other agencies on tours and/or field trips of Fish Facilities;
 - Maintain conference room schedule for Fisheries staff;
 - Maintain vehicle calendars for Fisheries staff;
 - Type/enter purchase requisitions, labels, travel advances/expense reports as needed;
 - Receive & send faxes as needed;
 - Duplicates, scans, and assembles materials;
 - Operate office equipment such as fax machines, copiers, and phone systems, use computers for spreadsheet, email, word processing, database management, and other applications;
 - Orders office supplies and maintains inventory;
 - Assist in maintaining DNR copy room and conference room (N131);
 - It will be necessary for applicant to drive GSA vehicles to run errands or drive to Tri-cities, WA to drop off or exchange vehicles for a new GSA as necessary (travel time up to five hours);
 - Assist Fisheries Personnel as needed with; scanning, copying, laminating, printing, faxing, etc.
3. Assist Administrative Manager/Office Manager/Administrative Assistant as needed.

Table 1. Estimated Allocation of Job Functions (based on 1,950 hours/year).

Primary Functions	% Time *	Days	Work Weeks
Provide support services to Fish & Wildlife Commission	50%	975	26
Assist in the day-to-day operations of the Fisheries Program	50%	975	26

Secondary Job Functions:

1. Serve as back up to Fisheries Office Manager/Administrative Assistant, DNR Administration desk and other Secretary II positions for minute taking.
2. Maintain effective working relationships with other employees, the general public, and resource agency personnel.
3. Attend career development related seminars, workshops and training.

SUPERVISORY AUTHORITY: None.

SIGNATORY AUTHORITY: Pick up Payroll for Fisheries Program.

ACCESS TO SENSITIVE AREAS: None.

REQUIRED MINIMUM QUALIFICATIONS:

The applicant must possess the following knowledge, skills and abilities or be able to explain and demonstrate that she/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Associates Degree (Office Administration and/or other related business program) with three (3) years relevant experience; may be substituted for High School Diploma with five (5) years general/secretarial office experience; may be substituted for one (1) year college in relevant courses with four (4) years of general/secretarial experience. Relevant vocational-technical training and/or certificates may be considered in-lieu of 1 - 2 of years experience (determination will be made by Human Resources/Review panel).
2. Proficient in typing, good at spelling, punctuation, grammar, and oral communication.
3. Must have good customer service, good judgment, organizational ability, initiative, and the ability to work independently.
4. Must be adaptable and versatile.
5. Proficient with computer usage and specific programs including Microsoft Word (word processing), Excel (spreadsheets), Powerpoint, Microsoft Outlook, Internet Explorer. At some point, will be required to input purchase requisition information into finance software.
6. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
7. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
8. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
9. Must have extensive knowledge with computer processing equipment and software, including, but not limited to: Microsoft Word, Excel, Power Point, Access, Outlook, Adobe, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
10. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
11. Must be punctual, dependable and professional in appearance and dress.
12. Must be able to operate and maintain office machines (copiers, fax machines, printers, scanners, etc.).
13. Possess a valid driver's license and be able to drive and meet insurance requirements for government/tribal vehicles. Immediate reporting of accidents/damage to GSA or Tribal vehicles.
14. Demonstrated ability to take meeting minutes with proficiency.
15. Demonstrate a high level of productivity and dependability based on previous employer references.
16. Tests will be administered immediately following interview appointment in excel, word, outlook and ability to type 80 WPM.

Physical Demands:

- Ability to sit and work at computer work station for several hours
- Ability to work modified work hours and weekends
- Ability to travel occasionally and stay overnight as needed
- Ability to carry/lift 20 pounds when necessary

Service Objective: Responsibilities to Tribal Community

1. Responsive to community goals and Tribal treaty rights for native aquatic community protection and restoration for the purpose of maintaining an active Tribal culture.
2. Performs job in a professional and ethical manner.
3. Courteous and respectful to community members and property.

Supportive Work Environment

1. Create and maintain a professional and supportive work environment that encourages open discussion of ideas while focusing on the prime goal of fulfilling the CTUIR Fisheries Mission.
2. Communications.
 - a. Keep involved representatives informed of work related issues and programs by maintaining frequent communications.
 - b. Work at the most direct and immediate level to resolve issues that effect project function.
3. Develop and maintain proactive working relationships with various cooperating participants.

Organization Improvement:

1. Commitment to a philosophy of accomplishment and improvement of project effectiveness. Demonstrate ability to efficiently manage the subordinate personnel and relations with superiors.
2. Initiate creative solutions to resolve problems and capitalize on opportunities both within and outside of the organization.
3. Show evidence that CTUIR resources are managed in a cost-effective manner.
4. Participate in applicable training as needed and approved by supervisors, so long as the project budget allows for such.

Pursuant to Tribal Worker’s Benefit Code, Section 4.02.A. “All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe’s employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- 1. Completed Tribal Employment application.
- 2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
- 3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
- 4. Completed application for Sensitive Tribal Positions.
- 5. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
- 6. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.
- 7. Transcripts demonstrating completion of Associates and/or Vocational/Technical education.

8. Copy of High School/Diploma.

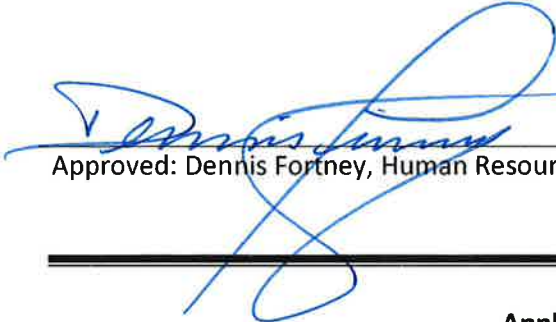
APPLICANT RESPONSIBILITY


It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timíne Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.


Approved: Dennis Fortney, Human Resources Director


Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date