



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

POSITION DESCRIPTION

*****Quechan Tribal Members Only*****

Position: Tribal Council Secretary

Salary: \$16.00-\$19.93 per hour-DOE

Opening: Monday, May 13, 2024

Closing: Tuesday, May 28, 2024

BASIC FUNCTION:

This person will work in the Quechan Tribal Office under the direct supervision of the Tribal President and Vice-President, and under the general supervision of the Tribal Council. Will take dictation, transcribe dictation efficiently, type letters neatly and efficiently and perform related work for the Council, President and Vice-President. This is an appointed position and serves at the will of the Tribal Council.

DUTIES & RESPONSIBILITIES:

- It shall be the duty of the Tribal Secretary to keep a true record of all matters affecting the Tribal records and accounts, and to render proper accounting of such records and statistics as are required by the Tribal Council.
- The incumbent shall also be present at all meetings of the Council and such other meetings as required and shall keep an accurate record of the minutes of such records in the Quechan Tribal Council files and shall immediately forward one copy of such record to the Superintendent of the Reservation and shall forward the two remaining copies of such records direct to the Office of the Commissioner of Indian Affairs.
- The Tribal Secretary shall have no voice in the deliberations of the Council nor shall the incumbent have a vote in any matter before the Tribal Council.
- Performs other related duties as assigned by the President or Tribal Council.
- Liaison to the Quechan Tribal membership in a professional and unbiased manner.
- Must maintain open communication with all Council members and the Quechan Tribal Council calendar.
- Must maintain Confidentiality.
- Supervises the Assistant to the Tribal Council Secretary.
- Must be reliable, prompt and a self-starter.

QUALIFICATIONS:

- **Must be an enrolled member of the Quechan Indian Tribe.**

- High school diploma or GED with advanced college courses in typing.
- Two years' experience in a business office working with computers and word processing programs.
- Must be able to type 40 WPM.
- Must be able to establish and maintain effective working relationships with fellow employees and the general public and maintain a friendly and cordial attitude.
- Excellent communication skills.
- Must have initiative and be able to work under minimal supervision.
- Ability to work in pressure situations and produce high quality work.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

**Quechan Indian Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 919-3600 Ext. 279
Fax: (760) 572-2961**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.