



# POARCH BAND OF CREEK INDIANS

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HR2010:19                      **JOB ANNOUNCEMENT**  
**POSITION:**                      **SECRETARY**  
**DEPARTMENT:**                **PUBLIC SAFETY**  
**REPORTS TO:**                  **ADMINISTRATIVE ASSISTANT**  
**ADVERTISING:**                **TRIBAL WIDE ONLY (Tribal Members and current employees (all entities) are eligible.)**

**OPENING DATE FOR APPLICATIONS:**                      **WEDNESDAY, MARCH 10, 2010**  
**CLOSING DATE FOR APPLICATIONS: 5:00 P.M.**                      **TUESDAY, MARCH 23, 2010**

## **JOB SUMMARY**

The Secretary is responsible for all typing and receptionist duties pertaining to the Public Safety Department; Duties and responsibilities include but are not limited to: providing clerical support functions to the department including preparing, typing, and proofreading a wide variety of correspondence and reports for department staff; greeting the public, directing all phone calls, mail, and clients to the proper staff; maintaining a centralized calendar of appointments, meetings, appearances, etc., for department staff; keeping a current inventory of department consumable supplies and replenishing stock, by requisition, as needed; establishing and maintaining office files and records as requested; relaying messages and instructions from Police Chief to other departmental staff; generating and processing necessary purchase orders for the department; obtaining documents, files, and information for departmental staff as needed, serving as backup relief to receptionist on an as needed basis; and performing other duties as assigned by the appropriate person.

**This position is regular full-time.**

## **MINIMUM QUALIFICATIONS**

1. High School Diploma or equivalent with one (1) year verifiable employment related experience in a confidential business/office setting required.
2. WIA (Workforce Investment Act) participants without a high school diploma or equivalent, with one (1) year verifiable employment related experience in a confidential business/office setting are eligible for consideration, with the stipulation that if hired, a G.E.D must be obtained within ninety (90) days of official date of hire in this position.
3. Demonstrated proficiency in English, spelling, punctuation, and basic writing skills. Must successfully pass applicable knowledge, skills, and abilities exams.
4. Must have a working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, etc. Must successfully pass the required pre-employment computer skills exam.
5. Skilled in the operation of standard office machinery including, a calculator, copier, facsimile, and other similar equipment.
6. Must possess a high level of maturity and the ability to maintain confidentiality.
7. Must be able to effectively work and communicate with other staff members and with the general public.
8. Must possess a valid state driver's license.
9. Must travel and participate in training to meet the goals and objectives of applicable program(s).
10. Able to perform all duties and responsibilities of this position.

## **PREFERENCE SHALL BE GIVEN TO AMERICAN INDIANS/DFWP**

Every applicant must complete an application provided by Human Resources at the Tribal Administrative offices. A resume will not be accepted in the place of an application.

**SALARY RANGE: \$9.00-15.00/hr**

*Seeking Prosperity and Self Determination*