



Ninilchik Traditional Council
P.O. Box 39070
Ninilchik, Alaska 99639
Phone: 907 567-3313 / Fax: 907 567-3308
E-mail: ntc@ninilchiktribe-nsn.gov
ninilchiktribe-nsn.gov

**SECRETARY/RECEPTIONIST/ FILL-IN
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT DATE: April 15, 2021	CLOSING DATE: When Filled
POSITION TITLE: Secretary/Receptionist/ Fill-In	POSITION BEGINS: When Filled
POSITION TYPE: Part Time / Temporary	SALARY: DOE

POSITION SUMMARY: This position will assist the Ninilchik Traditional Council (NTC) Administrative offices through control and discharge of efficient and confidential secretarial/receptionist functions.

ESSENTIAL FUNCTIONS, REQUIREMENTS:

1. Receive and direct incoming and outgoing mail. Receive and direct incoming faxes/emails. Maintain and control records on incoming actions and documents to ensure that established due dates and deadlines are met.
2. Become familiar with all programs/projects administered by NTC.
3. Handle typing and filing of forms, necessary procurement requests, reports and correspondence as directed. Ensure the accuracy, neatness, spelling, punctuation and proper format of all reports and correspondence. Maintain filing systems.
4. Receive and refer visitors and/or clients. Provide non-confidential information to members and/or visitors as needed.
5. Take and refer incoming calls and place outgoing calls as directed.
6. Assist with making travel arrangements as needed.
7. Assist in preparations for meetings; copying, etc.
8. Assist in maintaining a neat office for representation to the public.
9. Develop the NTC Newsletter every other month.
10. Assist in the preparation and execution of special events such as the annual Christmas Party and other related events.
11. Be available to travel and receive appropriate training.
12. Deal with all people, including fellow employees, visitors, clients, organizations and Tribes on a professional level.
13. Assist in the handling of the Community Center rental.
14. Assist the public with the use of the public access computer.
15. Administer the Petty Cash Program and sales of NTC miscellaneous items.
16. Assist administrative staff with secretary's services/duties.
17. Administer the NTC Library Program, to include assisting the public with checking in/out books and videos.

18. Assist Procurement/Finance staff with receiving items, price quote acquisition, mailings, filing and check copying as needed and directed by NTC Finance staff.
19. Log requisitions and forward to appropriate NTC personnel for coding and approval.
20. At the direction of the Finance office, log and mail checks for distribution.
21. Assist in scanning and electronically converting records.
22. Other duties as assigned or prescribed by the NTC Chief Financial Officer, Executive Director or his/her designee.

STATEMENT OF QUALIFICATIONS:

- Must be 18 years of age or older.
- Minimum two (2) years of secretarial/administrative assistant experience required.
- Must have strong interpersonal skills and strong organizational skills.
- Must interact well with others; demonstrate courtesy, patience, diplomacy, discretion, and self-control; work well with a team.
- Must be able to interact in a positive manner with Tribal members, Tribal leaders, and other department staff, visitors to the department, co-workers, and supervisors.
- Must possess a valid Driver's License and transportation.
- High School Graduate or GED
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills and proficiency in the use of appropriate computer based software, including Excel and Publisher.
- Must pass pre-employment drug test, and will be subject to ongoing testing in accordance with NTC policies and procedures.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the NTC Chief Financial Officer. All NTC positions are subject to, and under the direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov . Applicants must submit a **complete** NTC Application for Employment as well as a personal resume.

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Concurrent Out/In House Posting