

**TRADITIONAL COUNCIL**

**CHAIRMAN**

**SECRETARY**

**TREASURER**

**MEMBERS**

# Tribe

Administrative Office

Address

Phone

Fax

## **ICW ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

**SUMMARY:** Initiates, coordinates, and executes administrative support to Indian Child Welfare (ICW).

### **DUTIES AND RESPONSIBILITIES:**

Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
- Exercises considerable judgment and discretion in handling requests for appointments and telephone calls.
- Distributes daily internal/external mail and overnight packages; sends and distributes faxes.
- Composes, types, and distributes professional correspondence and memoranda, E-mails and faxes, using individual initiative and as assigned.
- Proactively establishes, and maintains highly organized filing system; files correspondence and other records.
- Coordinates calendars and schedules appointments, ensuring all parties are informed of and kept abreast of schedule awareness.
- Meets and greets visitors.
- Coordinates travel arrangements; completes expense reports and processes invoices; ensures that correct account codes are used and required signatures obtained.
- Conducts research; compiles and types statistical reports.
- Coordinates meetings including but not limited to preparing and distributing agendas and other meeting materials, reserving and preparing facilities, and recording and transcribing meeting minutes.
- Orders and maintains supplies; coordinates equipment maintenance.
- Performs general clerical duties including but not limited to filing, photocopying, faxing, and mailing.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.

- Assists with special projects as assigned.
- Performs other duties as assigned by supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises temporary clerical staff as needed.

**QUALIFICATIONS:**

- Associate's degree (A.A.) or equivalent, three to five years related experience, or equivalent combination of education and experience.
- Excellent verbal and written communication skills.
- Proficient on Microsoft Office.
- Keystrokes a minimum of 50 wpm.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Demonstrated ability to plan and organize projects.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Must clear the required Background check.
- Native preference is observed.

## ICWS Administrative Assistant's contact with Foster Children

1. The ICWS administrative assistant has contact with the foster children during parent(s)/child(ren) visitations at the foster group home. The administrative assistant's role is to supervise that these visitations are conducted appropriately.