



# Flandreau Santee Sioux Tribe

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## Flandreau Santee Sioux Tribe Job Description

**Job Title:** Executive Assistant  
**Department:** Executive  
**Reports To:** Tribal President/Executive Committee  
**FLSA Status:** Non-Exempt (\$43,260-\$51,894-\$59,259-\$64,723-\$67,384)  
**Hours:** Monday-Friday; 8AM-5PM (summer hours-varies)

### I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

### POSITION SUMMARY:

Under the direct supervision of the Tribal President/Executive Committee, the incumbent will perform various complex secretarial duties required for the operation of the Office of the President including Travel.

### DUTIES AND RESPONSIBILITIES:

1. Independently compose correspondence, resolutions, memoranda, and other documents concerning a wide variety of subjects, requiring excellent writing skills, including spelling, grammar, and formatting.
2. Screen and file all incoming correspondence and documents, and file appropriately or forward to other offices as required. Ensure that outdated records and files are disposed of in accordance with records management guidelines.
3. Maintain the Executive Committees appointment calendar, including scheduling meetings and conferences, and making appropriate travel arrangements, e.g., airline reservations, and booking lodging accommodations and car rentals.
4. Reconcile all travel statements for each of the Executive Committee trips.
5. Receive and screen telephone calls to Executive Committee's office and refer to appropriate person or department. On occasion, set up conference calls involving a number of participants.

6. Collect and verify time cards and time sheets for employees under the direct supervision of the President or Executive Committee
7. Prepare and monitor the financial budgets of the Executive Committee's office, including the Staff Attorney's office and making appropriate budget modifications whenever necessary.
8. Attend regular and special Council meetings, including the preparation of written and digitally recorded minutes in a timely manner.
9. Must present positive interaction with the public in a professional and courteous manner via telephone, personal contact, and professional appearance.
10. Personally handle all documents and correspondences of a confidential nature and guard against unauthorized disclosure of any manner.
11. Type and designs general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes.
12. Schedule meetings to be held in the Executive Board room and post weekly schedule; keeping Executive Board Room presentable. Prepares meeting agendas for the Executive committee meetings. Prepares meetings packets either paper or digitally.
13. Order office supplies for the Executive Committee and Executive Board room.
14. Performs other duties as assigned.

**EDUCATION AND/OR EXPERIENCE:**

- A. High school diploma or GED highly preferred. Associates degree as Administrative Assistant or related field preferred. Must have three (3) years of progressive experience as a secretary, or personal assistant, and be capable of being responsible for major, complex administrative functions requiring the making of independent operating decisions.
- B. Must have organizational and office skills, including competency with computers, peripherals, and the use of software such as MS Word, Excel, etc., and be able to type 50 words per minute accurately.
- C. Must have strong writing skills and knowledge of proper use of English grammar, spelling, punctuation, and knowledge of technical report formats.
- D. Possess a valid South Dakota driver's license.
- E. Must be able to be bonded for Notary Public Duties.

F. Education and training may be substituted for experience, if relevant to the position.

G. Qualified Indian Preference applies.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to apply concepts of basic math and algebra.

**SUPERVISION EXERCISED:** Front desk receptionist.

**REASONING ABILITY:**

Ability to apply common sense understanding of carrying out instructions furnished in oral, written or diagram form. The ability to, deal with problems involving several concrete variables in standardized situations. Ability to establish facts then draw valid conclusions and make clear sound decisions with available information. Ability to, apply commonsense understanding in or during emergency situations as they arise and remain calm under situations such as incidents, confrontations, disorderly conduct, disturbances, and possibly robbery and/or hostage situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess valid driver's license. Must be able to receive Notary Stamp.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, and reach with their hands and arms. While performing the duties of this job, the employee is regularly required to be on feet for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. The employee occasionally works near moving mechanical parts and is exposed to second hand smoke. The noise level in the work environment is usually moderate to loud.