Housing Authority of the Cherokee Nation
Human Resources Job Description

Job Title: Administrative Assistant

SUMMARY: Composes and types a variety of correspondence, forms, logs, and reports; takes and transcribes minutes of official meetings; and provides related clerical support for assigned department/program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Prepares and delivers outgoing mail, picks up, logs, and delivers incoming mail.

Takes dictation in shorthand or by machine and transcribes notes on typewriter or computer or transcribes from voice recordings.

Composes and types routine correspondence, reports, and other required paperwork.

Maintains logs and or lists, files correspondence and other records in an established manner.

Answers telephone(s) and provides information to callers or routes call to appropriate individual(s).

Places outgoing calls, schedules appointments for assigned personnel.

Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.

Arranges training and travel schedules and reservations for assigned personnel.

Records and transcribes minutes of staff meetings.

Makes copies of correspondence or other printed matter as needed, and faxes information as requested.

Prepares and processes IPMs, Purchase Requisitions, and Check Requests.

Employees are held accountable for all duties and responsibilities of this job.
Maintains supplies for assigned area, verifies time cards and processes timesheets for assigned personnel.

Coordinates meetings for supervisor including establishing itinerary and preparing any necessary handouts.

Assists in budget preparation and control, maintains petty cash for department.

 Prepares billings and/or invoices as needed.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

RESPONSIBILITIES/ACCOUNTABILITIES: The level of responsibility/accountability required to successfully accomplish the essential duties of this job is as follows.

Medium (Assignments received in broad terms with time lines and objectives set.)

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION REQUIREMENT: Associate's degree from 2-year College or technical school; or two years (60 credit hours) coursework from 4-year College or university; or three years related experience; or equivalent combination of education and experience.

Experience Requirement: Additional two years of related experience is required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Database software; Internet software, Spreadsheet software, and Word Processing software.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license with a
driving history verified through a motor vehicle report that meets requirements for Cherokee Nation underwriting rating.

**OTHER SKILLS AND ABILITIES:** Must possess knowledge of general office procedures and practices.

Embraces and implements the Jobs/Language/Community, HACN strategy.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.