|  |
| --- |
|  |
| **Housing Authority of the Cherokee Nation Human Resources Job Description** |
|  |

**Job Title: Special Assistant**

****

PREPARED BY: HUMAN RESOURCES

DEPARTMENT: AS ASSIGNED

REPORTS TO: AS ASSIGNED

PREPARED DATE: 9/19/2013

1ST REVISION DATE:

FLSA STATUS: NON-EXEMPT

PAY RANGE: P06

|  |
| --- |
|  |
| Employees are held accountable for all duties and responsibilities of this job.  |

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

Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  |
| **SUMMARY**: Provides administrative support to the appropriate administrative official by providing advice, records and reports and overseeing clerical staff and budgets.**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following. Other duties may be assigned.Advises official, concerning administrative matters.Participates in the formulation of programs and special projects as assigned.Compiles information from records and reports in order to prepare special project reports and analysis.Assists with the development of reporting systems.Maintains central control system for department assignments.Responsible for overseeing setup of committee meeting packets and distribution of information.Provides referral services to individual, public inquiries and Cherokee Nation components.Issues and interprets operating policies.Reviews and answers correspondence.Assists in preparation of budget needs and annual reports of organization.Compiles, stores, and retrieves management data.Maintains records, files and reports. |
|  |

**SUPERVISORY RESPONSIBILITIES**: Minimal supervisory responsibility. (Lead)

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

Heavy (Sets work procedures, priorities, levels of responsibility, and objectives.)

**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:** Bachelor's degree from 4-year College or university; or six years related experience; or equivalent combination of education and experience.

**Experience Requirement:** An additional one year of related experience is required.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**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.

#  Acknowledgement: I have read and fully understand this/my job description.

Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Human resources will keep the original signed Job Description for inclusion in the employee’s HACN Personnel File.**