



Ho-Chunk Nation

Job Description



TITLE: Executive Administrative Assistant		JOB CODE: EADM
GOVERNMENT- BUSINESS	EEO: 6	PAY GRADE: 11
Non-Exempt	No Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

POSITION OVERVIEW

This position provides a high-level of coordinating, planning and directing informational communication, and office services which support the administrative functions of the Ho-Chunk Nation departments. Provide assistance with functions such as office operations and directing office tasks which may include training and supervising lower-level clerical staff. Maintain a positive relationship with all departments/divisions/programs of the Ho-Chunk Nation by engaging the empowerment of communication.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Daily morning review and assistance with maintenance of executives' schedules.
2. Conduct monthly research, collect and analyze data to prepare reports and documentation by the end of each month.
3. Daily manage and screen incoming calls relative to the schedule of the executive.
4. Prepare daily responses to correspondence containing routine inquiries with the response to be emailed/mailed by the next business day.
5. Assist the executive with the annual budget, annual review of policies and procedures, and annual department report every 3 months of each fiscal year.
6. Assist with the annual creation or review, and write new/revised goals and measurable objectives for the department to be completed by June 30 of each year.
7. Arrange and coordinate monthly all-staff meetings.
8. Attend meetings on behalf of the executive when schedules conflict, ongoing.
9. Other duties as assigned relevant to this position.

JOB RESPONSIBILITY

Job Reports to	Executive Director
Leadership Accountability	Implements operating plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages work group within a subunit of a department/division
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with officials and executives, Interfaces with outside customers, Interfaces with inside customers
Freedom to Act	Operates with significant independence, Subject to general input from supervisor, Subject to regular review by supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Two years advanced education beyond high school or several specialized business and office related courses, preferred in Business Administration.

EXPERIENCE:

1. Four years responsible work experience, including two years in an office setting.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Excellent English and comprehension skills in reading, writing, spelling, and composition.
2. Good knowledge of telephone procedures and very good telephone courtesy.
3. Able to take and prepare letters, memos, and reports under general direction.
4. Good business math and math machine skills.
5. Excellent ability to follow direction, procedure, and ability to maintain confidentiality.
6. Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite.
7. Very good skills at coordinating people, programs, procedures, secretarial and office functions.
8. Top skills to organize systems, propose procedures, organize key requirements from laws, regulations, and contracts in a form readily understandable.
9. Organize matters such as meetings, events, trainings, or designs relevant to the event.
10. Research and analyze issues, may draft position papers, or historical analysis.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Reference the physical demands form.