



Ho-Chunk Nation

Job Description



TITLE: Executive Assistant to the Judiciary		JOB CODE: EAJU
GOVERNMENT-EMPLOYEE	EEO: 6	PAY GRADE: 12
NONEXEMPT	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

POSITION OVERVIEW

Responsible for a variety of administrative functions and maintains office procedures which ultimately enhances every interaction for the Judiciary.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Working under minimal supervision, has major responsibility to daily coordinate with and support the Chief Judge and Court Administrator-Clerk of Court, or specific functions of Judges.
2. Daily provide quality customer service.
3. Planning and scheduling meetings and appointments on a daily basis.
4. Assist in making travel and guest arrangements.
5. Organizing and maintaining files and records on a daily basis.
6. Assist in the day-to-day operations of the office.
7. Routinely writes and prepares reports, memos and letters, put together mailings and use copy machines.
8. Routinely reads and keeps familiar with the Employee Relations Act and internal policies of the Judiciary.
9. Establish and consistently maintain good working relationships with fellow employees, other branches of government and the general public.
10. Managing projects and conducting research on a weekly basis.
11. Copy and file meeting minutes pertaining to the Judiciary on a weekly basis.
12. May specialize in one or more matters such as proposal development, bookkeeping and billing, public services as provided by contract or office management on a monthly basis.
13. Perform other duties as relevant to this position.

JOB RESPONSIBILITY

Job Reports to	Chief Judge of the Trial Court
Leadership Accountability	HCN Trial Court Employee Manual Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with officials, executives, and regulatory authorities. Interfaces with inside and outside customers.
Freedom to Act	Subject to regular review and input from supervisor.



MINIMUM QUALIFICATIONS

EDUCATION:

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

ESSENTIAL:

1. Must be professional, have outstanding telephone etiquette and a friendly, patient attitude when dealing with clients and the general public.
2. Excellent ability to follow direction, procedure and ability to maintain confidentiality.
3. Must be able to pass a comprehensive background check. No felony convictions, no current open criminal cases or civil matters that would reflect negatively on the Judiciary Branch.
4. Valid driver's license, dependable transportation and proper insurance is required.

EXPERIENCE:

1. Four (4) years responsible work experience, including two years in an office setting.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to work with public in a positive and objective manner and maintain utmost confidentiality.
2. Ability to work independently, exercise initiative.
3. Familiarity with Ho-Chunk Nation laws.
4. Ability to multi-task, prioritize tasks and delegate responsibilities as appropriate to the demands of the Court.
5. Ability to communicate clearly, orally and in writing, with a variety of persons such as tribal citizens, tribal officials, judicial officers and attorneys.
6. Ability to take dictation and prepare letters, memos and reports under general direction.
7. Excellent English and comprehension skills in reading, writing, spelling and composition.
8. Good knowledge of telephone procedures and very good telephone courtesy.
9. Good business math and related computation skills.
10. Strong typing, word processing and computer skills. Advanced competency in Excel and Microsoft Word.
11. Very good skills at coordinating people, programs, procedures, secretarial and office functions.
12. Top skills to organize systems, propose procedures, organize key requirements from laws, regulations and contracts, in a form readily understandable.
13. Organize matters such as billings, training programs, and visual aids.
14. Research and analyze issues, may draft position papers or historical analysis.
15. Follow through on assigned tasks to completion.

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. Office setting, courtroom.
2. Working in a professional environment.
3. Occasional travel may be required.