



# NANSEMOND INDIAN NATION

## JOB DESCRIPTION

### EXECUTIVE ASSISTANT

<b>Position Title:</b> Executive Assistant	<b>Status:</b> Fulltime/Non-Exempt
<b>Division:</b> Executive	<b>Level:</b> 1
<b>Supervisor:</b> Tribal Administrator	<b>Range:</b> \$29,120 - \$42,601
<b>Opening Date:</b> November 14, 2022	<b>Closes:</b> December 31, 2022

#### SUMMARY

Under supervision, direction and oversight of the Tribal Administrator, the Assistant will be responsible for providing administrative support to Executive staff.

#### DUTIES & RESPONSIBILITIES

The Assistant shall provide administrative support to the Executive staff of the Nation in compliance with applicable law such as, but not limited to, the following:

1. Routine clerical and organizational tasks; and
2. Log and distribute mail, arrange files, and schedule appointments; and
3. Receive delivery of packages and applicant or client submissions; and
4. Greet visitors, prepare for meetings and events; and
5. Answer phones, complete, reconcile and submit expense reports; and
6. Take and distribute meeting notes; and
7. Order and distribute supplies and equipment; and
8. Other duties as assigned by Supervisor.

#### QUALIFICATIONS & REQUIREMENTS

1. A successful candidate will possess the following preferred Qualifications:
  - A. Associate's Degree in a related field with at least three (3) years' experience working as in a similar role at an Indian tribal government, public or corporate entity; or
  - B. An acceptable combination of education and experience that in the Nation's discretion, equates to the preferred qualifications aforementioned.
2. Requirements include:
  - A. Submission to, and successful passage of, drug-testing and background check requirements; and
  - B. Possessing and maintain valid driver's license and be insurable by the Tribe's auto insurer; and
  - C. Have great communication skills – verbal, written, electronic and auditory.
  - D. Have great organizational management skills that inspire respect amongst colleagues and a positive team building atmosphere

- E. Have great working knowledge of computers and common software programs such as, but not limited to, Microsoft Office Suite.
- F. Have knowledge of sound office practices and requirements.
- G. Have experience and working knowledge of Indian tribal governments.

**PREFERENCES EXERCISED**

Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e-2(i)(1982), provides an exception to Title VII's general nondiscrimination principles through which Indian tribal nations exercise an employment and contracting preference in favor of American Indians. Section 7(b) of the Indian Self-Determination and Education Assistance Act of 1975, 25 U.S.C. § 450e(b), requires the inclusion of Indian preference provisions in certain federal contracts and grants.

The Nation shall give preference to enrolled citizens of Indian tribes/nations for employment and Indian/tribally owned businesses for contracting opportunities. In other than the proceeding situations, the Nation is an Equal Opportunity Employer (EOE).

**DISCLAIMER**

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. The selected candidate must successfully comply with applicable drug testing and background check requirements.*

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Nansemond Indian Nation reserves the right to amend and change responsibilities to meet governmental, business, and organizational needs. This document does not create an employment contract, implied or otherwise. Employment in this job is an "at will" employment relationship.*