



Tohono O'odham Nation
Community Development Financial Institution
P.O. Box 3130 • Sells, Arizona 85634
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Job Description

Job Title: Secretary
Closing Date: Open Till Filled
Pay: Starting Salary: DOE

Note: All complete applications should be submitted to the CDFI Office for processing by closing date.

Position Summary:

The Secretary is responsible for administrative support to management, and other departments receiving and handling information, and organizing administrative duties.

Duties and Responsibilities:

- Prepare and manage correspondence, reports, and documents.
- Organize and coordinate meetings, conferences, and travel arrangements.
- Take, type, and distribute minutes of meetings.
- Implement and maintain office systems.
- Maintain schedules and calendars.
- Arrange and confirm appointments.
- Organize internal and external events.
- Handle incoming mail and other material.
- Set up and maintain filing systems.
- Set up work procedures.
- Collate information.
- Maintain databases.
- Communicate verbally and in writing to answer inquiries and provide information.
- Liaison with internal and external contacts.
- Coordinate the flow of information both internally and externally.
- Operate office equipment.
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of business and writing, spelling, grammar, and punctuations.
- Knowledge in records management and basic accounting procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Ability to plan, assigns, and review the work of assigned personnel.
- Ability to define problems, collects data, establish facts, and draw valid conclusions.
- Ability to carry out instructions furnished in verbal or written format.

Minimum Qualifications and Requirements:

- Must have High School Diploma or GED, and **MUST** have one year of progressive administrative and/or secretarial experience; or equivalent combination of education and experience
- Must be able to type at least 45wpm and demonstrate proficiency in grammar, spelling, math and filing
- Must have own personal vehicle with insurance coverage to conduct business for organization at varies times, as needed

Compensation:

Salary will commensurate with applicant's experience and educational background.