

# **Pacific International Trapshooting Association**

## **Executive Secretary**

### **Job Description**

*Specifications are intended to present a descriptive list of the range of duties performed by the employee in this position.*

*Specifications are **NOT** intended to reflect all duties performed within the job.*

### **Definition**

To provide highly responsible administrative, technical and/or secretarial support to the Executive Committee; to coordinate, monitor and report on various association activities of a routine and recurring nature; to review and respond to routine administrative request by the EC or Association members.

### **Supervision received and exercised**

Receives general supervision from the PITA president

May exercise technical and functional supervision over the Assistant Secretary

### **Essential Function Statement**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Perform administrative projects for the Executive Committee; research and compile background data; maintain records and files regarding association activities.
2. Perform a wide variety of complex, responsible, and confidential secretarial and administrative duties for the Executive Committee and the association members.
3. Participate and assist in the development and administration of the association's budget. With the assistance of the Executive Committee, acquire proper trophies for the Grand Pacific.
4. Interpret and explain association rules, policies and by-laws in response to inquiries; refer inquiries as appropriate.
5. Create purchase orders; receive and review invoices and maintain necessary files.
6. Good communication skills are essential; you will be required to work with vendors, sponsors, cashiers from other states/provinces and members. Public speaking is also a must.

7. A working knowledge of registered trapshooting is essential. The ability to organize, promote and write programs for registered trap shoots is desirable.
8. You must be able to travel. Travel requirements are, but not limited to; The Grand Pacific, state/provincial shoots, association meetings and the Shot Show.
9. Dependable transportation is a must. A current driver's license and proof of insurance is essential.
10. A secure location in your home for PITA equipment and supplies is required.
11. High-speed Internet connection and a current model cell phone (provided by PITA) is required
12. The successful candidate must be bondable and pass a complete background check.
13. Must be well skilled in the use of Microsoft Excel and Word. Other programs such as 3S cashiering, QuickBooks, WordPress, Publisher and Timberline are highly desirable.
14. Perform related duties assigned.

## **Qualifications:**

### **Knowledge of:**

Principles and practices of office management.  
Basic research methods and techniques  
Principles and methods of business letter and report writing  
Principles and practices of bookkeeping

### **Ability to:**

Perform routine research  
Preserve confidentiality of sensitive material  
Compile and maintain complex and extensive records, prepare reports  
Prepare agendas, take notes and write meeting minutes  
Compile, edit and distribute the annual yearbook and the Grand Pacific program

## **Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way of obtaining the knowledge and abilities would be:*

### **Experience:**

Two years of administrative and or secretarial experience  
Experience cashiering registered trap shoots would be highly desirable

### **Education:**

Equivalent to completion of the twelfth grade preferably with course work in business, accounting or related field

## **Working Conditions:**

This position is primarily a work from home assignment. (Approximately 90% done at home)

Working hours must be flexible; this is not a typical 9 to 5 job.

Days off are primarily weekends, but attending shoots, meeting with vendors, sponsors etc. may need to be done on weekends as part of this position.

## **Salary/Benefits**

Salary is commensurate with knowledge and experience. Compensation can be negotiated

This position requires a contract between the employee and the PITA with limited benefits the first year. Contract length to be negotiated

Benefit package and travel expenses to be mutually agreed upon by the candidate selected and the PITA.

If you meet the minimum requirements for this position or for more information and an application, please contact Jim Rankhorn at [M1100JIM@aol.com](mailto:M1100JIM@aol.com)

**The Pacific International Trapshooting Association is an Equal Opportunity Employer**