


RESOLUTION OF THE
WHITE MOUNTAIN APACHE TRIBE OF THE
FORT APACHE INDIAN RESERVATION

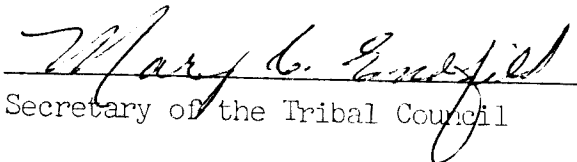
- WHEREAS, the Vice-Chairman has made a request to the Tribal Chairman that the salary for an Administrative Aide Position for the Vice-Chairman be increased from \$10,600 to \$16,000 in order to attract highly qualified applicants to perform a variety of technical, sub-professional, and administrative detail work for the Vice-Chairman; and
- WHEREAS, the Tribal Chairman has approved of said request on the condition that the Tribal Council approve a walk through resolution approving this expenditure so that the position for an Administrative Aide can be advertised immediately with the proposed salary change; and
- WHEREAS, the undersigned Tribal Council Members by their signatures affixed below, agree with the Vice-Chairman's request and by majority vote approve of the same through the walk through resolution process.

BE IT RESOLVED by the Tribal Council of the White Mountain Apache Tribe that it hereby approves the request of the Vice-Chairman to raise the salary for his Administrative Aide Position for his office from \$10,600 per annum to \$16,000 per annum.

The foregoing resolution was on July 20, 1982 duly adopted by a vote of 7 for and 0 against by the Tribal Council of the White Mountain Apache Tribe, pursuant to authority vested in it by Article V, Section 1 (i) of the Amended Constitution and By-Laws of the Tribe, ratified by the Tribe June 27, 1958 and approved by the Secretary of the Interior on May 29, 1958, pursuant to Section 16 of the Act of June 18, 1934 (48 Stat. 984).



Chairman of the Tribal Council



Secretary of the Tribal Council

RECEIVED

JUL 23 1982

FORT APACHE INDIAN
AGENCY
WHITERIVER APT

White Mountain Apache Tribe
Fort Apache Indian Reservation
Whiteriver, Arizona
July 20, 1982

B R I E F S

1. Brief account of the purpose of request by Vice-Chairman.
2. A quorum of signatures approving request.
3. Resolution No. 82-174 adopted re salary increase of Administrative Aide position to Vice-Chairman for advertisement.

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JUL 23 1982

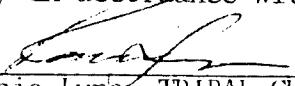
FORT APACHE INDIAN
AGENCY
WHITERIVER ARIZ

White Mountain Apache Tribe
Fort Apache Indian Reservation
Whiteriver, Arizona
July 20, 1982

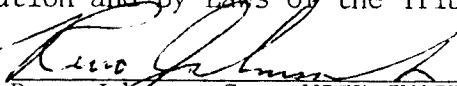
On the above date, I was instructed by the Tribal Attorney that Vice-Chairman Reno Johnson is requesting that it is very urgent and necessary that the salary for Administrative Aide be increased from \$10,000.00 to \$16,000.00 per annum, so that advertisement of the position can be carried out to attract highly qualified applicants immediately.

The Vice-Chairman and Chairman of the Tribe had previously discussed the matter in accordance with Memorandum of July 14, 1982, which is attached and self-explanatory.

The following members of the Tribal Council of the White Mountain Apache Tribe have personally signed approving this action requested by the Vice-Chairman, Reno Johnson: The following signatures constitutes a quorum of the Governing Body in accordance with the Tribal Constitution and By-Laws of the Tribe:



Ronnie Lupe, TRIBAL CHAIRMAN

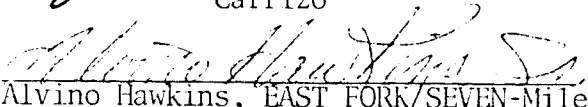


Reno Johnson, Sr., VICE CHAIRMAN



Lafe Ataha, COUNCILMAN, Cedar Creek/
Carrizo

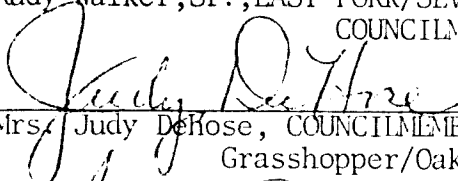
Raymus Albert, COUNCILMAN, Cedar Creek/
Carrizo



Alvino Hawkins, Sr., EAST FORK/SEVEN-MILE
COUNCILMAN

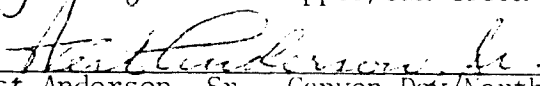
Rudy Walker, Sr., EAST FORK/SEVEN-MILE
COUNCILMAN

Adam Lupe, Sr., COUNCILMAN, Cibecue/
Grasshopper/Oak Creek

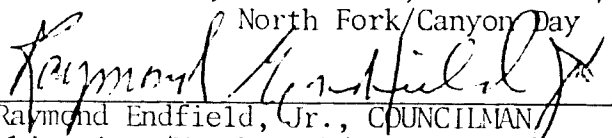


Mrs. Judy DeHose, COUNCILMEMBER, Cibecue/
Grasshopper/Oak Creek

Ernie Crocker, COUNCILMAN, Whiteriver/
North Fork/Canyon Day

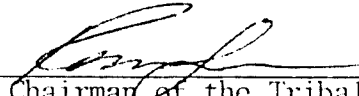


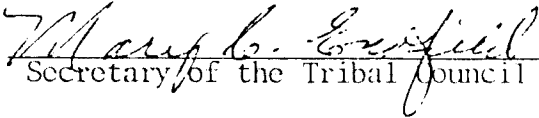
West Anderson, Sr., Canyon Day/North
Fork/Whiteriver COUNCILMAN



Raymond Endfield, Jr., COUNCILMAN/
Whiteriver/North Fork/Canyon Day

Resolution No. 82-174 is hereby adopted by majority vote of the Tribal Council approving with their signatures.



Chairman of the Tribal Council


Secretary of the Tribal Council

RENO JOHNSON, SR.
VICE CHAIRMAN
WHITE MOUNTAIN APACHE TRIBE

Handwritten notes:
Reno Johnson Sr.
Vice Chairman
White Mountain Apache Tribe
July 14, 1982
Adam Lupe

July 14, 1982

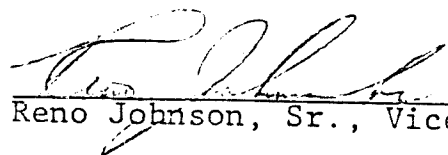
MEMORANDUM

TO : Ronnie Lupe, Tribal Chairman
FROM : Tribal Vice Chairman
SUBJECT: Increase Salary for Administrative Aide

Per our conversation in your office on July 13, 1982, I want to take this opportunity to thank you for your support/approval for increasing the salaries on Administrative Aide for the Vice Chairman.

Mr. Adam Lupe will be notify immediately on the changes, effective July 14, 1982.

Personnel Department will also be notify immediately to advertise the Administrative Aide's position for two more weeks.


Reno Johnson, Sr., Vice Chairman

RJ:sl

cc: Adam Lupe
File

Handwritten notes:
\$ 16,000
from \$10,100



White Mountain Apache Tribe

PERSONNEL DEPARTMENT
P.O. BOX 700
WHITERIVER, ARIZONA 85941

ANNOUNCEMENT # 82-271

TITLE: ADMINISTRATIVE AIDE

LOCATION: VICE-CHAIRMAN'S OFFICE

STATUS: FULL-TIME (PERMANENT)

AVAILABLE: IMMEDIATELY

APPLICATION CLOSING DATE: JULY 7, 1982

SUBMIT APPLICATION TO:

PERSONNEL DEPARTMENT
P.O. Box # 700
WHITERIVER, ARIZONA 85941

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JUL 21 1982

VICE CHAIRMAN'S SECRETARY
WHITE MOUNTAIN APACHE TRIBE

Title: Administrative Aide

Definition: Under general supervision is responsible for work of average difficulty assisting the Vice-Chairman by performing a variety of technical, subprofessional, and administrative detail work; and performs related work as required.

Example of Duties: Assists in coordinating federal grant programs and other administrative duties involving compilation of data and preparation of reports; coordinates varied clerical services; maintains budget records and assists in payroll and budget preparation; performs routine analysis, work measurement and production studies; designs forms, charts, graphs, maps and other reference materials; represents an administrator at meetings and conferences; conducts public and employee interviews; transcribes and types correspondence and reports; inventories supplies and equipment; prepares news releases, attends meetings and performs public speaking duties; conducts various employee and public training session; answers general and nonroutine telephone inquiries.

Minimum Qualification:

Knowledge of:

The technical methods of administration including budget preparation, work load analysis, report writing, form design and office management; supervision and training.

Ability to:

Analyze administrative problems; establish and maintain cooperative working relationships; carry out assignments without detailed instruction; speak and write effectively.

Experience and Education: A high school diploma or a G.E.D. certificate and five years of increasingly responsible clerical work, two years of which were in an administrative or managerial capacity; or any combination of training experience or other preparation which would indicate possession of the requisite knowledge, skills, and abilities listed above.