



# "Agi Panina Yadooa"

**Greeting from the Summit Lake Paiute Council and staff.  
Wishing you all a "Happy Thanksgiving"!**

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Summit Lake Paiute Tribe • 653 Anderson Street • Winnemucca, NV 89445

November 2004

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Summit Lake Reservation

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TRIBAL COUNCIL

Robyn Burdette, Chairwoman  
Lorraine Watson, Vice Chairwoman  
Robert Sam, Secretary/Treasurer  
Lucille Sam, Council Member  
Grayson Huitt, Council Member

ADMINISTRATION

Melanie Everhart, Accountant  
Laurel Glinsmann, Finance Clerk  
Julie Crutcher, Executive Secretary

NATURAL RESOURCE

Jonathan Merz, Director

MAINTENANCE

Cory Burdette, Maintenance

ENVIRONMENTAL

Bonnie Jean Callihoe, Coordinator/Biologist  
David Gallegos, Intern

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Greeting Tribal Members

The administrative office of the Summit Lake Paiute Tribe will be closed on Thursday, November 25, 2004 for the Thanksgiving Holiday. Regular office hours will resume on Monday, November 29, 2004 at 8:00 a.m.





## **EXECUTIVE SECRETARY**

The following information is provided to you regarding the job duties performed by the Executive Secretary, Julie Crutcher on a daily basis. Julie has been employed with the Summit Lake Paiute Tribe since April 2002.

The Executive Secretary is under the direct supervision of the Tribal Chairwoman, and is responsible for administrative support for the Chairwoman.

### **Duties include:**

- Assist with overall office functions for the Chairwoman, Council and Staff.
- Provide assistance with planning and scheduling.
- Advise appropriate staff regarding Council or Chairwoman assignments.
- Assist the Tribe's Secretary/Treasurer with official council documents, and correspondence.
- Implements and coordinates records management.
- Maintains files/records according to the Tribe's record management policy.
- Creates and maintains filing system.
- Inventories files, equipment, etc..
- Assist with Chairwoman and staff schedules.
- Makes travel arrangements for Chairwoman and staff.
- Receives, screens and routes all incoming calls, and takes messages appropriately.
- Logs/routes all incoming/outgoing correspondence and routes confidential materials to the appropriate department/staff.
- Copying for council and staff.
- Puts together and publishes the "Agi Panina Yadoo" newsletter.
- Works on all other duties assigned.

*"Have a Happy Thanksgiving Holiday"!*

*- Julie Crutcher, Executive Secretary*



## **MAINTENANCE WORKER**

The Maintenance Worker is under the supervision of the Natural Resource Director. Cory Burdette, Maintenance Worker travels weekly to his worksite at the Summit Lake Paiute Reservation.



Below is the Maintenance Workers job duties and responsibilities. Cory Burdette, Maintenance Worker has been employed with the Summit Lake Paiute Tribe since 2001.

### **Job Duties:**

- Keeps up with the maintenance on the building and GSA vehicles.
- Keeps the roads clear for access on and off the reservation.
- Submits and gives oral reports to the Tribal Council monthly.
- Submits quarterly and annual reports.

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