



## POSITION DESCRIPTION

**Job Title:** Receptionist  
**Reports To:** Tribal Administrative Officer  
**Supervises:** None  
**Salary Range:** MIT Grade 1-3, non-exempt

### Position Summary

Under the supervision of the Tribal Administrative Officer, performs a variety of clerical duties and provides clerical support to specific committees, staff, and departments while maintaining confidentiality of Tribal and members' information. The Receptionist is required to consistently be polite, courteous, respectful, professional, and helpful when greeting and interacting with Tribal Council, staff, and the public alike at all times.

### Specific Responsibilities

1. Answer phones and greet visitors, directing individuals to appropriate resources in a polite, courteous, respectful, professional, and helpful manner.
2. Typing, word processing, and correspondence.
3. Prepare and distribute the monthly tribal newsletter and other communications.
4. General filing and file maintenance.
5. Process & distribute mail, including logging invoices, payables, monitoring postage and post office delivery.
6. Maintain all calendars
7. Maintain operations and communications of social media;
8. Maintain privacy and confidentiality of information.
9. Management office supplies.
10. Occasional driving such as transporting Tribal members.
11. Assist with property, building, and office equipment maintenance scheduling, including but not limited to janitorial services, landscaping, HVAC systems, and all routine office repairs; procure necessary services and replacement equipment, as needed.
12. Assist Executive Administrative Assistant with basic preparation and processing program applications such as but not limited to LIHEAP, food vouchers, vehicle loans, burial assistance, elder service programs, and member resource programs.
13. Other duties as assigned.

## **Qualifications**

Any combination of experience and education that would provide the required knowledge and ability to perform the duties listed above. Preferred experience and training:

1. Must have a High School Diploma or GED Certificate.
2. Two (2) years of clerical experience or equivalent training.
3. Ability to follow written and verbal instructions.
4. Type 45 wpm plus computer experience with ability to learn Word, Publisher, Excel and other programs as needed.
5. Knowledge and ability to operate common office equipment such as telephone, photocopier, postage meter, fax, etc.
6. Demonstrated ability to work effectively in a diverse work place with people of varying cultures and backgrounds.
7. Experience working with Native American communities desirable.

## **Other Requirements**

1. Must be eligible for coverage under the Tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
2. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
3. This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
4. Must be able to satisfactorily complete a background check, fingerprint live scan, and pre-employment physical, if applicable.
5. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of 1988.