

POSITION DESCRIPTION

Title: Administrative Receptionist

Reports To: Human Resources Manager

Location: Happy Camp Administration Office

Salary: \$8.00 to \$10.00, depending on experience

Summary: Under general supervision shall receive and route all incoming calls, take accurate messages and answer questions with an even temperament. Shall greet and direct all visitors. Shall log and route all incoming and outgoing mail.

Responsibilities:

1. Shall greet and direct all visitors in a friendly and helpful manner.
2. Shall receive and route all telephone calls, take accurate messages and answer questions with an even temperament and good judgment.
3. Shall log and route all incoming and outgoing mail into a computerized database in a timely fashion. Shall keep an updated printout of this database.
4. Shall maintain petty cash, bingo and soda revenues, and forward deposits to the Finance Department on a regular basis.
5. Shall maintain adequate postage on Administration Office postage meter and process refill requests as necessary.
6. Shall service Tribally owned vending machines on a regular basis and keep an accurate journal of revenues and expenses and re-stock as required.
7. Shall order office supplies as requested by staff and maintain an adequate stock of usual supplies including paper, envelopes, letterhead, paper clips, pens, etc. and distribute as requested.
8. Shall perform "rounds" of mail delivery on a daily basis.
9. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
10. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must have competence in word processing, spreadsheets, office equipment and general computer usage.
3. Must be a self-starter, well organized and willing to learn new skills.
4. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised October 6, 2005

Chairman's Signature: _____

Employee's Signature: _____