

KARUK TRIBE HOUSING AUTHORITY

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Happy Camp, CA 96037
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On-Call
Administrative Receptionist

Vacancy Announcement

Title: On Call Receptionist Pool

Reports To: Chief Finance Officer

Location: Happy Camp, Housing Authority Office

Salary: \$14.00 per hour

Summary: The On Call Receptionist 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. Shall be available to report for coverage with little to no notice at times.

Classification: On Call as needed, Regular, Non-Exempt

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us

The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email:

vsimmons@karuk.us

POSITION DESCRIPTION

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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.
4. Shall deliver and pick up mail from Post Office on a daily basis.
5. Shall provide clerical support to staff as time allows.
6. Shall provide assistance with ordering, preparing, and delivering food for Board of Commissioner meetings and other functions as requested.
7. Shall maintain reception area to be aesthetically pleasant and accessible to visitors.
8. Shall be cross-trained in purchasing procedures including but not limited to issuing and preparing purchase orders, completing procurement including obtaining quotes, placing orders for supplies, etc. to provide adequate coverage of duties during employee absences, travel, and planned vacation.
9. Shall assist in resolving conflicts and diffusing potentially disruptive behaviors of individuals who call or visit office prior to allowing them to see other staff.
10. Shall be available to report for coverage with little to no notice at times.
11. 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.
12. Shall be polite and maintain a priority system in accepting other position related job 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 have the ability to read, interpret, and explain policies and procedures for purchasing.
5. Must have skills in communicating in verbal and written form, recording information accurately, and compiling and organizing information.
6. Must have the ability to work well with little supervision in order to prioritize work and meet deadlines.
7. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
8. Must adhere to confidentiality policy.
9. Must successfully pass a pre-employment drug screening test and criminal background check.

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

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Board Approved: April 1, 2013

Council Approved: April 25, 2013

Chairman's Signature: _____

Employee's Signature: _____