

Mickey Gemmill Jr.  
Tribal Chairman

Lawrence Cantrell  
Vice-Chairman

Faith Santillan  
Tribal Secretary



Jessica Jim James  
Recording Secretary

Brandy McDaniels  
Tribal Treasurer

Andrew Wilson  
Sargent At Arms

**ELEVEN AUTONOMOUS BANDS**

36970 Park Ave. Burney CA. 96013 Phone (530) 335-5421 Fax: (530) 335-5069

**Receptionist**

**DEPARTMENT:** Administration  
**STATUS:** Full-time / Non-exempt  
**REPORTS TO:** Tribal Administrator  
**SUPERVISES:** N/A

**JOB SUMMARY:** The primary responsibility of this position is to provide a variety of receptionist functions in support of Tribal Administration. Successful candidate will possess excellent customer service skills and communication skills. The Receptionist position is under the direct supervision of the Tribal Administrator so the candidate will possess a successful professional track-record of impeccable integrity and confidentiality.

**JOB RESPONSIBILITIES:**

1. The professional capability and business acumen to work collaboratively with Tribal Council Chairperson, Tribal Administrator, Executive staff including Human Resources and Finance staff.
2. Maintain smooth coordination of activities and services for Tribal Administration office
3. Knowledge and proficiency of PC and office machines
4. Ability to accurately type correspondence, reports, letters, memorandums, announcements, lists, data input, meeting minutes, and other documents;
5. Sends, receives and distributes mail and interoffice mail;
6. Submits orders for supplies and maintains supply stock;
7. Responsible for administrative files, and other department files;
8. Maintains complete confidentiality at all times.
9. Dependable attendance and adheres to regulatory, departmental and Tribal Office policies and procedures.
10. Provide linkages, referrals, advocacy service planning and support to Tribal Members and visitors at Tribal Administration,
11. Opens and close Tribal Administration office
12. Track and update Administration Calendar
13. Attends all required meetings and training.
14. Performs other duties as assigned.

**QUALIFICATIONS:**

ATWAMSINI

ASTARIWI

ATSUGEWI

APORIGE

AJUMAWI

HEWISEDAWI

ILLMAWI

ITSATAWI

KOSEALEKTE

HAMMAWI

1. High School Diploma or equivalent (GED) required; Community College or University degree preferred.
2. Must be familiar with standard office procedures and equipment (i.e. copies, fax, postage machine, etc.);
3. Experience with computers and word processing (Microsoft Word/Excel);
4. Experience in the area of Indian Affairs or Tribal government is helpful;
5. Must be able to speak with the public in a professional manner;
6. Must have a valid California Driver's License;
7. Must be able to manage a number of priorities simultaneously and meet deadlines;
8. Must have excellent oral and written communication skills.

**PHYSICAL, ENVIRONMENTAL AND INTELLECTUAL CONDITIONS:**

1. Must be able to sit for extended periods of time;
2. Must be able to work at a fast pace and in stressful situations;
3. Must have the manual dexterity to operate a computer and other office equipment;
4. Must be self-motivated and able to handle multiple priorities simultaneously;
5. Must be able to get along with co-workers and work as a team member;
6. Must present a professional appearance at all times.

*The Pit River Tribe reserves the right to make changes to this job description.*

**MUST PASS A PRE-EMPLOYMENT DRUG TEST, FINGERPRINT AND BACKGROUND CHECK.**

**Email Applications and Resume to:**

Elizabeth Sato [HR@pitrivertribe.org](mailto:HR@pitrivertribe.org), or drop off/postmarked at Human Resources, Tribal Administration 36970 Park Avenue, Burney, CA 96013 Questions call: 530-335-5421 EXT 1208

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