

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
Toll-Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 1208
Fax: 1(530)335-3140

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez Tribal Chairperson	Mickey Gemmill Jr. Tribal Vice Chairman	Tracy Eleck Tribal Secretary	Brandy McDaniels Tribal Treasurer	Lawrence Cantrell Sergeant-At-Arms	Jolee George Recording Secretary
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OFFICE OF HUMAN RESOURCES

JOB ANNOUNCEMENT Position Description

Position Title: Receptionist (On-Call)
Department: Administration
Reports To: Tribal Administrator and HR Director
Classification: Non-Exempt/On-Call
Pay: DOE

Summary: The primary responsibility of this position is to provide a variety of receptionist functions in support of Tribal Administration when the full-time Receptionist is out of the office. A successful candidate will possess excellent customer service skills and communication skills. The 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.

Responsibilities:

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

- Performs other duties as assigned.

Qualifications:

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

PHYSICAL, ENVIRONMENTAL AND INTELLECTUAL CONDITIONS:

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

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Note: Pit River Tribal Preference. This position requires an awareness and deep appreciation of Indian traditions, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretions, resourcefulness, and good judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Tribal Member Preference and or Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

MUST PASS A PRE-EMPLOYMENT DRUG TEST AND REFERENCE CHECK.

You may download an application off the Pit River Tribes website at <http://pitrivertribe.org/tribal-employment/>
Drop off your application at the Tribal Administration office located at 36970 Park Ave, Burney, CA 96013 or mail. You can also fax the application to 530-335-3140 in care of HR. Questions about the application process can be sent to:
Elizabeth Sato, Human Resources Director
Tribal Administration
36970 Park Avenue, Burney, California 96013
(530)335-5421, (530)335-3140 Fax
hr@pitrivertribe.org, <http://pitrivertribe.org/>

Job Posted on: March 13, 2019
Job Closing Date: March 22, 2019 by 5:00pm