



Position Description

Title:	Tribal Administration Receptionist
Department:	Tribal Administration HQ Burney California
Reports To:	Tribal Administrator and HR Director
Classification:	Non-Exempt and Full time
Salary:	Range \$14.00-\$18.00 <u>Depending on experience and qualifications</u>
Benefits:	Health care Package (medical-dental-eye and life) and supplemental benefits (cancer and accident) after successful completion of 90-day probation

Summary: The primary responsibility of this position is to provide a variety of high-level receptionist and administrative assistant functions in support of Tribal Administration headquarters. A seasoned candidate will possess excellent customer service skills and communication skills. The position is under the direct supervision of the Tribal Administrator and HR Director. The Receptionist interfaces regularly with Tribal Council, Tribal Members and Pit River Tribe stakeholders. The candidate must possess a successful professional track-record of impeccable integrity, discretion and confidentiality.

Capabilities:

- The professional capability and business acumen to work collaboratively with Tribal Council Chairperson, Tribal Administrator, Executive staff including Human Resources and Finance staff.
- Excellent attendance record—this position requires the incumbent arrive to work at 8:00am and work through 5:00pm. Maintain smooth coordination of activities and services for Tribal Administration HQ office
- Knowledge and proficiency of PC and MS Office software programs
- The capability of operating office machines such as multifunction printer, scanner, document binder
- Ability to accurately prepare correspondence, reports, letters, memorandums, announcements, lists, data input, meeting minutes, and other documents;
- The receptionist prepares, sends, receives, sorts and distributes mail and interoffice correspondence;
- Submits orders for office supplies and maintains supply stock for TA headquarters including TC meeting room
- Responsible for the confidential sorting and filing of administrative documents
- Maintains absolute 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 the and close Tribal Administration office
- Track and update Administration Calendar
- Prepare Monthly Tribal Council Report
- Attends all required meetings and training relevant to the position and as directed by Tribal Administrator
- Performs other duties as assigned.

Essential Duties and Responsibilities: Because of the tribe's commitment to community service and the wellbeing of its members, each employee may be expected to perform a wide range of office duties. Such duties may or may not be related to their specific job description but may require working with other colleagues:

- Human Resources Department related functions-forwarding EDD unemployment correspondence and all Healthcare provider mail.
- Engage with departmental Directors and Coordinators, update the Master Contact List
- Work with Tribal Administrator to assist Tribal Council with time-sensitive projects or correspondence
- Ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Work with the Tribal Administrator to resolve complaints and ensure optimal customer service.
- Scan and copy relevant mail to appropriate departments, and Tribal Council.
- Work effectively with the Administrative Assistant to the Tribal Administrator and HR as well as the Payroll Coordinator
- Other Duties as assigned.

Qualifications:

- Minimal 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 (MS Office);
- Experience in the area of Indian Affairs or Tribal government is helpful;
- Must be able to communicate 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 verbal and written communication skills.

PHYSICAL, ENVIRONMENTAL AND INTELLECTUAL CONDITIONS:

- Must be able to sit for extended periods of time;
- 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.

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, resume and cover letter 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.

Inquiries about the application process can be sent to:

Human Resources Director

Tribal Administration

36970 Park Avenue, Burney, California 96013

(530)335-5421, (530)335-3140 Fax

hr@pitrivertribe.org,

<http://pitrivertribe.org/>

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.

Job Posted on:

Job Closing Date: