



Tolowa Dee-ni' Nation

Position Description

Title: Receptionist
FLSA: Non-Exempt
Pay Grade: 3-4 (\$14.08 - \$20.30)
Subordinates: None

Department: Administration
Status: Full Time/Part Time
Supervisor: Gov't Records & Systems Director
Grant Funded: No

Position Summary:

Performs a range of basic office support activities for the Tribal Administrative Office, such as answering phones and directing calls, greeting and directing visitors, answering questions and performing routine clerical, data entry and/or word processing work as assigned. Employee may be assigned to any department on a rotating basis as need arises.

Essential Duties and Responsibilities:

1. Answers telephones, routes calls, takes messages and provides general information; greets and directs visitors; answers routine inquires; maintains log of inquires as required.
2. Primarily responsible to open, route, and log incoming and outgoing mail and Fax's, distributes correspondence and other material to department staff.
3. Performs a variety of routine typing assignments as appropriate to the position; operates a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters.
4. Copies and/or duplicates materials as requested; may oversee day-to-day operation of the copy machine; prepares and transmits facsimiles for the Tribal Office.
5. Establishes, maintains, processes, and/or updates files, records, and/or other documents, as directed.
6. Sends out monthly reminders about recycling pick up.
7. As needed call committee members of upcoming meetings.
8. May schedule or assist in scheduling Howonquet Hall Community Center and Rowdy Creek Park.
9. Responsible for maintaining the kitchen in a clean and orderly fashion. This includes all appliances.
10. Sending out the employee Birthday announcements by email.
11. Keeping the live plants watered in the office and on the front deck.
12. Maintaining the public garbage bags, including inventory.
13. Mail pick-up and drop-off at the Casino as a backup to the office assistant.
14. Writing receipts and maintaining receipt books as well as monitoring cash required by the Fiscal department.
15. Draft PRF's and PO's as required.
16. Manages the merchandise for sale. Report to Office Assistant when we need to increase inventory. Inventories merchandise quarterly.
17. May run various routine errands, as required, for the Tribal Office or any department
18. Other duties as assigned.

Minimum Qualifications:

1. Combination of education and work experience will be considered.
2. High school diploma or equivalent (GED) is required with 2 years job specified experience or AA degree plus 1 years specified experience; education and experience, will be measured.
3. Ability to work with and handle Tribal Members, clients, and various customers under stress in a professional manner.
4. Knowledge and understanding of common office practices and procedures.

5. Must be proficient in the use of computers and the Microsoft Office software programs.
6. Possess a valid driver's license to drive agency vehicle(s).
7. Must submit to and pass the pre-employment drug and alcohol screen and criminal background investigation.
8. Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.
9. Qualified American Indian Preference applies.

Supervisory Responsibilities:

None.

Language Skills:

Ability to read, analyze, and interpret technical manuals and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions, while facilitating group meetings.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/move 50 pounds.

Position may require occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

Vision Requirements:

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Color vision (ability to identify and distinguish color).

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will could require inside and outside activities. There are many distractions and the noise level can escalate.

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal,

federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____