

YUOK TRIBE-JOB DESCRIPTION
Administrative Receptionist

Job Title:	Administrative Receptionist	Job Grade	3/4
Department	Executive Office	Location:	Klamath
Reports To:	Executive Secretary	FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$12.68-16.48/\$14.22-18.49		

POSITION SUMMARY:

Under the direction of the Executive Secretary this position is responsible for reception and internal administrative clerical activities for the Yurok Tribe. You will be expected to do your job well, and to contribute your talents and energy to making our visitors, clients, staff experience the best it can be. Your role is an important part of the success of the Yurok Tribe. The incumbent serves as receptionist for visitors, performs general clerical and typing duties as support for administrative operations and assists with dissemination of information to the Yurok community and general public. The incumbent is expected to maintain a friendly, congenial disposition at all times. The Receptionist will utilize the Yurok language when answering the telephone and greeting visitors.

DUTIES AND RESPONSIBILITIES:

1. Answers telephones using the Yurok word Aiy-ye-kwee. (Will also use this term when receiving visitor).
2. Receives visitors and provides information as required, or refers to appropriate person/office.
3. Answers queries from the general public and the Yurok community about Tribal activities. Maintains necessary records of queries and message referrals, in accordance with office operating procedures.
4. Type correspondence, forms, reports and other materials from rough drafts received from administrative office staff, in accordance with office operating procedures.
5. Serves as mail clerk, receiving all incoming mail and faxes, recording in control registers, copying and distributing to appropriate recipient(s). Coordinates the outgoing mail to insure it is delivered to a mail receptacle so it can be processed in a timely manner.
6. Insures timely preparation and submission of time cards, purchase orders, petty cash records, and other records.
7. Daily lock and unlock the front door for public entrance.
8. Straighten reception area so it is aesthetically pleasant.
9. Assure that there is a sufficient supply of applications available in public display case.
10. Maintains files of correspondence, forms, reports and other materials, and retrieves them for review upon request utilizing an electronic filing system.
11. In general, assists with various other tasks and activities assigned to the Administrative Services Department, including, but not limited to: typing, filing, copying, telephones, reception, newsletter, mailing and distribution, etc.
12. Performs clerical duties as needed to complete work requests.

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13. Assist with the maintenance on all office machines, when necessary contacting service representative for repairs and assuring there is sufficient supply of copy paper and other office supplies at all times.
14. Assist with maintenance of inventory of Yurok Tribe T-shirt and other sale items. Process sales and assure proper records of all transactions are documented.
15. May be assigned other duties as required to meet the needs of the organization.

MINIMUM QUALIFICATIONS:

1. Experience in answering a multi-line telephone system, preferable.
2. Ability to understand and adhere to various program requirements, meet program deadlines, and to maintain confidential information.
3. Ability to type 35 WPM preferred.
4. Ability to work well with the public.
5. Familiar with computers and knowledge of using computer programs (preferably Microsoft Office).
6. Familiarity with cash sales, accounting and fund reconciliation, preferable.
7. Ability to compose business letters and memos.
8. **G3:** Minimum requirement is high school graduation or GED and six (6) months general office experience.
9. **G4:** One year above high school and one year of general office experience.
10. General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the knowledge and skills needed to perform the duties of the position.

CONDITIONS OF EMPLOYMENT:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- When necessary, must be able to lift 25 to 50 pounds.
- Must have a valid **California Driver's License and be insurable through the tribal insurance agency.**

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.

VISION REQUIREMENTS:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date
