

**MAKAH TRIBE
POSITION DESCRIPTION**

Job Title: Receptionist (ECE)

EXEMPT: No	JOB CODE: 4-TS T4
TARGET SALARY: \$14.79 to \$16.43/DOQ	SHIFT: M-F 8:00 – 5:00
DEPARTMENT: ECE	LOCATION:
REPORTS TO: ECE Manager	

SUMMARY: Provide receptionist coverage for the ECE’s primary lobby/receptionist area; greets and directs visitors and operators the main switchboard; develops knowledge and basic understanding of various ECE staff. Also, perform highly responsible varied secretarial and clerical work for the ECE program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe’s commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Serves as the receptionist receiving calls and gives information to callers; screens and routes calls to appropriate destination; greets visitors, staff and others in a professional courteous manner; ascertains nature of business and directs visitors or callers to appropriate person.

Provides confidential secretarial services. Performs a full range of secretarial duties including typing on existing PC word processing program, letters, memorandums, statistical information, extensive reports and other material from oral direction, rough draft, handwritten copy, or notes.

Receives, sorts, and distributes incoming and outgoing mail and delivers documents and packages to other Tribal Departments, as needed.

Operates adding machine, copy machine, facsimile machine, and other equipment, sorts, and files documents and records.

Establish and maintain a filing system.

Maintains communication between programs, agencies, as required to conduct assigned projects.

Initiates and maintains purchase orders, check requests, travel forms, and a variety of files and records.

Maintains appointment schedule and calendar; makes travel arrangement for Manager and follows through with the appropriate reports.

Assesses the need for supplies and acquires those materials.

Perform a variety of clerical tasks including, data input, generating labels, maintain current telephone directory and assembling packets of materials, etc.

Develop and maintain appropriate filing systems, which ensure retention and retrieval, are available to satisfy those needs.

Responsible for the general maintenance of the copy machine, and reporting trouble codes to the service center.

Maintains Employee Information telephone line.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Minimum of one-year receptionist/Support Specialist II experience.

Must have a current First Aid/CPR certification or the ability to obtain within 90-days from the date of hire.

Must have a current food handlers permit or the ability to obtain within 30-days from the date of hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routing reports and correspondence. Ability to speak effectively before groups of community members or employees of the organization.

REASONING ABILITY:

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

OTHER SKILLS AND ABILITIES:

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Knowledge of modern office methods, procedures, and equipment.

Knowledge of fundamental record-keeping principles and procedures, receptionist and telephone techniques and filing systems.

Working knowledge of personal computer and related software.

Ability to following oral and written directions; establishing and maintaining working relationships with other employees, public and private officials, and the general public; learning rapidly, interpreting and applying rules and office policies and procedures.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

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 task demands 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.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg. 7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com**

**OPEN: September 6, 2023
CLOSE: September 19, 2023**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.