

JOB DESCRIPTION

TITLE: Tribal Office Receptionist/Mailroom
SALARY: \$8.55 - \$11.00 doe/doq
SUPERVISOR: Executive Secretary
CLOSES: July 20, 2010

DUTIES & RESPONSIBILITIES

A. Receptionist

- Operates switchboard and answers all incoming calls
- Assists with place all outgoing calls
- Records all unanswered calls on message slip and routes to employee
- Receives and directs visitors, vendors, and community members
- Demonstrates a positive and pleasant approach to all those that phone or visit Tribal Office
- May perform clerical duties as assigned

B. **Mailroom**

- Incoming mail
- Pick up mail daily
- Opens, date stamps and distributes with discretion
- Delivers to programs as requested
- Files Council correspondence in monthly reader file
- Cleans out old reader files

- **Outgoing Mail**
- Collects mail from programs
- Determines weight using proper scale and zoning procedures
- Stamps mail
- Delivers to Post Office

- **General Mailroom**
- Ensures that supplies are adequate
 - a) Express envelopes
 - b) Postage
 - c) Postage tape
 - d) Certification Papers
 - e) Insurance Papers
- Routine maintenance of Postage Meter
- Knowledgeable about current postal rates and requirements
- Instructs other when necessary on meter operation

C: **Duties Reproduction Clerk**

- Receives copy requests from all programs
- Duplicates documents
- Develops efficient copy request/routing forms
- Maintains copy paper/ink/staples, supplies stock
- Schedules machine maintenance and repair
- Binds books with binding machine
- Maintains book binding material
- Monitors supply room

D. **Cash Receipts Clerk**

- Receives all incoming checks and cash for Tribe
- Maintains a numerical (3) three-part cash receipt book.

- Prepares receipts for all utility customers
- Prepares receipts for all other revenue received in mail or from outside sources
- Transfers all receipts to assigned accounting department staff
- Records all receipt in monthly master log and maintain sign off of receipt of cash/checks
- Issues all B & O licenses to contractors and collects appropriate fees

Qualifications:

High School Diploma is required or obtain one in one year of employment. Must have excellent phone etiquette and clerical skills are necessary. Must have experience with computer in Windows, Excel, email, fax and multi phone system.

Excellent communication skills, ability to communicate effectively with employees and directors at all levels. Must have excellent work ethics and be prompt and have reliable work history. **Must abide by strict confidentiality**, personnel policies and drug and alcohol policies.

Special Requirements:

Must have and retain a valid Washington State Driver's License ~ *please provide a copy with job application*. Must pass a criminal background check and reference check.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Interested applicants send cover letter, job application to the following address:

Personnel Department
c/o Quileute Tribal Council
P.O. Box 279
La Push, WA 98350

Obtain a job application and job description at www.quileutenation.org

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in a employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native American and Alaskan Native.