



JOB ANNOUNCEMENT UPPER SIOUX COMMUNITY

Position: Tribal Safety Center Receptionist

Department: Tribal Operations

Hours: Monday-Friday, 8am-4pm

Salary: \$20.00/hour

Closing Date: Open until filled

SUMMARY

The Tribal Safety Center building receptionist's primary purpose is to provide full effective support to the Tribal Safety Center building departments and personnel and to serve as a liaison between staff, clients, and visitors.

Performs intermediate skilled clerical work providing clerical, receptionist, and administrative support services at the Tribal Safety Center.

EDUCATION, EXPERIENCE AND QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

This is a public safety position, requiring the completion and successful passing of a criminal history records check and pre-employment drug testing

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- One year's relevant work experience.
- Must possess strong organizational abilities and verbal skills handle and manage multiple tasks under pressure and under deadline
- Ability to handle stress effectively
- Must have own transportation to and from work
- Good working attendance and punctuality

ESSENTIAL DUTIES and RESPONSIBILITIES

- Provides administrative support: handles correspondence, schedules appointments, records messages, maintains files, performs data entry, copies, and assembles information, proofs documents and performs similar clerical/administrative support duties.
- Performs receptionist functions; receives telephone calls and visitors, provides general information, directs visitors to appropriate staff
 - Assists clients with completing applications, program documents and department service forms.
 - Receives and records payments.

- Initiates contacts with clients and others to gather and record information.
- Receives, sorts and handles incoming mail; prepares outgoing mail.
- Updates and maintains computer files.
- Scans documents.
- Assists with responding to data requests.
- Serves as the initial point of contact and liaison for non-routine inquiries from agencies, other departments, offices and members of the public.
- Carries out special projects, assists in handling internal and external communications and serves as a liaison to other departments and offices.
- Responsible for maintenance of files, records and filing system.
- Order and maintain inventory of related buildings and office supplies.
- Maintains capital asset data.
- Full understanding and awareness of the inner departments of the Upper Sioux Community Tribal Safety Center and a working knowledge of the tribal government operations and various departments.
- Light facility Cleaning of public and work areas.
- Set up and take down for events and meetings at the Tribal Safety Center.

ADDITIONAL FUNCTIONS

- Attends trainings, conferences, and seminars.
- Performs other duties as assigned or apparent.
- Client scheduling for MedTech and Kavira Health Services
- In the absence of the clerk of court, assist tribal members with tribal court information and services under the supervision of the clerk of court.

KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of office practices, procedures, equipment and administrative techniques.
- General knowledge of departmental organization, procedures and programs.
- Ability to maintain records and prepare reports.
- Ability to operate personal computers and software.
- Ability to communicate effectively In both oral and written forms.
- Knowledge and skill in clerical functions, Microsoft Office Suite, and computer database operation.
- Ability to complete work assignments in a confidential manner as necessary and to exercise the appropriate judgement in release and presentation of information from work assignments.
- Ability to Interpret a variety of instructions furnished in written, oral, diagrams, or schedule forms.
- Ability to prioritize workload and adapt as new work comes in.
- Ability to provide optimal customer service skills with public agencies, departments, and various staff.

- Ability to establish and maintain effective working relationships with others.
- Ability to handle a variety of typical assignments under moderate supervision within standard operating procedures.
- Ability to apply a variety of procedures, policies and/or precedents using moderate analytical ability.
- Effective communication with public safety departments and other tribal departments, outside agencies and public to relay basic information or relay facts.
- Ability to perform work subject to general instructions, established routines and procedures with supervision of progress and results.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Work is primarily performed in an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury. Work is light duty and sedentary with ability to lift, carry or push up to 25 pounds.
- This position may be intermittently exposed to offensive language.
- This position performs work under attention to detail and deadlines.
- Light facility cleaning of public and work areas lifting and bending.
- Ability to handle stressful situations and people in an effective professional manner

EQUIPMENT UTILIZED

- Office equipment, computer hardware and software.
- Commercial vacuum cleaner, Commercial carpet cleaner, and Standard mop and bucket

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Upper Sioux Board of Trustees reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

Native American Preference Applied

If interested, send Resume with three references and completed application to:

Upper Sioux Community

Attn: BOARD OF TRUSTEES

PO Box 147, Granite Falls, MN 56241 or

Email administrator@uppersiouxcommunity-nsn.gov