



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Administrative Receptionist
Department: Administration
Supervised by: Executive Assistant
Pay Grade: NE3 \$19.51-\$25.36 Hourly (\$40,560.00-\$52,748.80) DOQ
FLSA: Full-Time; Non-Exempt

Position Summary: The Administrative Receptionist is an important function in the image of the Tribal Organization; they will be the first point of contact for any person who reaches the Tribal Office either by phone or in person. The Administrative Receptionist will be responsible for performing receptionist and administrative duties at the Tribal Offices. As the first point of contact for the Tribal Offices, the Administrative Receptionist will display a high degree of poise and professionalism; and will become familiar in using the Paiute Language upon greetings.

Indian Preference: The Bishop Paiute tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Job Duties:

1. Greets all visitors and staff and will provide general information and direction as appropriate, the Administrative Receptionist will be required to be familiar with the management structure regarding the location of Tribal Departments and titles of individuals within the Tribal Organization.
2. Be able to handle sensitive information with discretion and confidentiality in the retention and dissemination of privileged information.
3. Provides information and assistance to visitors and tribal members concerning requests for tribal services, applications for the following Land Assignment, Temporary Use Permits and other permits, Water/Sewer Hook-ups, DMV Registrations, and Sales Tax Exemptions for DMV, State Sales Tax, Use Taxes, Yosemite Passes and other necessary services.
4. Answers incoming/outgoing telephone calls and routes calls to various departments and staff, records, and forwards messages to the appropriate staff.
5. Receives and logs and sorts incoming and outgoing mail, assists when mass mailings are necessary, faxes and packages, using Excel spreadsheet and distributes appropriately.
6. Prepares and files documents and letters as needed. Copies materials for administrative staff as needed.
7. Schedules Tribal staffs' usage of Tribal Chambers and the Community Center along with maintaining the calendar of events/meetings for each building.
8. Processing of work orders such as Maintenance, IT and facility requests.
9. Maintains the lobby's information area in a clean and orderly manner and the wooden display for forms and literature stocked.
10. Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.

Education and Experience:

- High school diploma or GED. One (1) years' experience in an administrative position.
- Knowledgeable of computer hardware and software applications, the internet, and various uses of electronic technology for information and data management.
- Ability to communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills associated with the respective construction projects funding agencies, and staff.

- Requires strong organizational skills, attention to detail, and the ability to handle multiple tasks simultaneously.

Other Requirements:

- Experience in general clerical work; filing, typing and answering multi-line phone system.
- Performs a number of other administrative duties such as; appointment scheduling for other Tribal Staff and Managers.
- Must be able to deal with various individuals, groups, and organizations and be able to cope with stressful situations in an effective manner.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must comply with the Bishop Paiute Tribe's organizational policies.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

1. *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
2. *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
3. *Analytical Skills* - Ability to analyze operational, statistical and financial information and draw logical conclusions; compare and interpret facts and figures.
4. *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and
5. concise reports, memoranda, directives and letters.
6. *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
7. *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
8. *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
9. *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
10. *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
11. *Organized* – the individual keeps clean and organized workspace and projects.
12. *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
13. *Technology Skills* – Operates various word-processing, spreadsheets, MIP and database software programs in a Windows environment.
14. *Safety Oriented* - aware of surroundings to maintain a safe work environment for community members and co-workers.

Physical Demands/Work Environment:

- Ability to work long hours as needed.
- Ability to frequently stand, walk, sit, perform desk-based computer tasks, and use a telephone.
- Ability to occasionally stoop, kneel or crouch.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____