



BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY
Big Pine Paiute Indian Reservation

JOB DESCRIPTION

POSITION: Receptionist/Clerical Assistant
SUPERVISED BY: Tribal Administrator
SALARY: DOE (Starting Range: \$12-\$15.00/hr)

GENERAL STATEMENT OF RESPONSIBILITY: The Receptionist/Clerical Assistant will have responsibility for promoting/providing high-quality Public Relations to all persons calling or appearing at the Big Pine Tribal Office. The person also provides clerical support to the Tribal Administration and Fiscal staff, as necessary, in providing general services and assistance to Tribal Members, as well as being a positive and cooperative team member within the Tribal Administrative Office.

JOB DUTIES: *Duties will include, but not be limited to the following:*

1. Answer telephone calls, screen and route all calls, and take messages as necessary.
2. On a daily basis, log and distribute all incoming and outgoing mail.
3. Perform computer and other clerical work for Tribal Administration and Fiscal Staff, including creation and updating of tribal member address lists and other relevant records.
4. Assist tribal members with obtaining State Tax Exemption forms, Tribal Membership documentation and other assistance they may require.
5. Assist Administrative Assistant with packets, as needed, and the posting of notices and flyers including on social media
6. Maintain Reception area including supply of updated policies and forms.
7. Review all ICWA notices to determine if Tribal involvement is necessary, on a case-by-case basis. Forward results to Tribal Administrator.
8. Assist in layout and production of bi-monthly Tribal Newsletter.
9. Oversee inventory of office and cleaning supplies, order supplies when needed.
10. Maintain monthly calendar for use of Tribal Council chambers for Tribal government meetings, community events, and other uses of meeting room.
11. Responsible for Tribal vehicle schedule.
12. Maintain and update TERO List.
13. Operate office machines as requested by supervisor, co-workers, and tribal members. Request service when necessary.
14. Perform other related clerical duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and previous experience with varied office procedures.
- Must possess good verbal and written skills.
- Must be knowledgeable of modern office practices and office machines
- Proficient with Microsoft Office Suite, and highly computer literate with the ability to type 40-60 wpm with accuracy.
- Must be personable and willing to assist all tribal members and co-workers in the delivery of tribal government matters.
- Knowledge of Tribal membership, Land Assignments, and other government services is highly-desirable.

MINIMUM QUALIFICATIONS:

Experience and Training:

Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying.

- Must be a High School graduate or have obtained a GED
- At least one (1) year of secretarial/administrative support or related experience
- Must have excellent computer skills; word processing of 40-60 wpm, and proficiency in Excel, Word, Publisher and other software applications.
- Must abide by Tribal confidentiality agreement.
- Must possess a valid State of California driver's license and be insurable with Tribe's insurance carrier.
- Must pass pre-employment and random drug screening

Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. Cet.) 25 CFR 271.44)

Deadline to apply: Interested individuals must complete a Big Pine Tribal Application which must be received by the Big Pine Tribal Office no later than May 29, 2018 at 5:00 p.m. Applications are available on the Tribe's website: www.bigpinepaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.