



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title:	Receptionist	
Department:	Administration	
Employment Status:	Non-Exempt	Grade: NE4
Opening date: October 27, 2022		open until filled

Job Summary

Answers incoming calls, directs calls to appropriate employee, mail distribution, and flow of correspondence. Provides general office support with a variety of clerical activities and related tasks.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Answers phone calls, ascertains the nature of the request and directs call to the appropriate staff member or personally provide the information.
- Provides callers with information such as address, directions to the location, fax numbers, website, program information and other related information.
- Greets and directs visitors.
- Creates and maintains logs, mailing lists, and/or member lists for department.
- Receives, sorts, stamps and forwards incoming mail. Maintains and routes publications.
- Create and maintain office filing systems, ensures security and locates information to meet staff requests.
- Receives, sorts and forward incoming mail. Maintains and routes publications.
- Coordinates the pick-up and delivery of express mail services.
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
- Assists with ordering, receiving, stocking and distribution of office supplies.
- Assists with other related clerical duties such as distribution, mailing, photocopying, faxing, filing and collating.
- Ensures cleanliness of work area and reception area.
- Collects information, receipts and other material from departments, programs and enterprises.
- Assists with data entry into systems; enters work orders.
- May type or transcribe meeting minutes for meetings, committees or boards.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Office or customer service experience preferred.
- Computer and phone skills required.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Skill in operating business computers, office machines, and switchboard.
- Ability to communicate effectively both verbally and in writing.

- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit, talk and hear; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally is required to stand and walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office environment with low noise level.