SWINOMISH INDIAN
TRIBAL COMMUNITY
11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB ANNOUNCEMENT

RECEPTIONIST (YOUTH CENTER)

RECREATION/PREVENTION DEPARTMENT

SALARY: D.O.E. **CLOSES: OPEN UNTIL FILLED**

GENERAL FUNCTION:
Under direct supervision of the Prevention Supervisor, provides routine general front office support such as answering the phone, taking and delivering messages, filing, preparing mailings, photocopying, and other tasks under direct supervision, following specific instructions or established office procedures.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position.

- Maintain a positive and helpful attitude towards all youth center telephone callers and visitors.
- Receive, screen, and direct telephone calls and visitors.
- Handle daily incoming and outgoing mail and facsimiles.
- As the key administrator for the copier, maintain the copier as required (change toner, stock paper trays, clear paper jams, and place service calls when needed).
- Assist building staff in use of copier.
- Maintain and stock office supply room (includes copy paper, pens, pencils, tablets, mailing envelopes, and other basic offices supplies).
- Perform general filing.
- Maintain building bulletin board and reader board.
- Sign children in and out of youth center.

OTHER DUTIES

Because of the Tribe's commitment to community service and the well being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

WORKING CONDITIONS:

The working conditions described here are representative of those that must be met by an employee to successfully perform the essential duties of this class. While performing the duties of this job, the employee is frequently required to stand, walk and talk or hear.

The employee is occasionally required to sit; use hands to operate, finger, handle or feel objects or controls; and reach with hands and arms.

The employee must occasional lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

- High school diploma or GED is required.
- Basic computer and filing skills
- Must have a valid Washington State Driver's License.
- Must be able to type with accuracy, letters, card catalogs, and job related items.
- Must be dependable and motivated.
- Conducts self ethically and professionally at all times.
- Indian preference will apply.

EMPLOYMENT CONDITIONS:

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS

- Request a **Application packet** by calling (360) 466-1216 or e-mail to
- Include a **cover letter** identifying why you feel you are qualified for this position.

- Include the completed Swinomish Tribal Community application form; **please (Do Not Write "see resume").**
- Include your current resume and list two (2) work –related references.
- Return completed application packet to Swinomish Tribal Community Human Resource office.

Human Resources Office
Swinomish Tribal Community
11404 Moorage Way
La Conner, WA. 98257

Fax Number: (360) 466-1348

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. All offers of employment are contingent on the successful completion of a drug and alcohol screening and criminal history back ground investigation.