Cow Creek Government Office
Tribal Youth Employment Opportunity Program

Position Description

Position Title: **Clerical/Front Receptionist** **Department: Gov't Offices**

Reports To: **Donna Fields** **FLSA Designation:**

Date Written/Revised: **3/2/2018** **Pay Grade:** **1**

POSITION PURPOSE:

To provide secretarial and customer service support to the Gov't Offices front reception area.

SHORT TERM EMPLOYMENT: Monday-Friday (10:00 a.m. – 2:00 p.m.)

ESSENTIAL FUNCTIONS:

- Update Front Reception Duties manual.
- Schedule meeting reservations in conference rooms.
- Organize and take inventory of supplies needed for conference rooms, break rooms in both Gov't Offices and South Building.
- Learn VOIP phone system; under supervision will answer calls.
- Process incoming/outgoing mail; distribution.
- Learn how to use laminator, binding machine, copy machine, fax, scan and folding machine.
- Assist with mailing out monthly newsletter.
- Provide customer service to visitors and signing them in.
- Other duties as assigned.

QUALIFICATIONS:

- **Must be 16+ years old**
- **Basic knowledge of computer skills (Word, Excel)**
- **Communication skills with public**
- **Good attendance, punctual**
- **Dependable and willingness to learn**
- **Self-supervising and organized**