

**Northern Cheyenne Tribe
Tribal Transportation Program
Job Description
2018**

POSITION: Receptionist

SALARY: \$10.00 - \$12.00 P.H.

DEPARTMENT: Northern Cheyenne Tribal Transportation

ACCOUNTABLE TO: Director

CLASSIFICATION: Full-Time Permanent

OPENING DATE: January 5th 2018

CLOSING DATE: January 16th 2018

HOW TO APPLY: Submit an application along with a current resume', three current letter of recommendations, and copies of credentials to the Human Resource Office. P.O. Box 128 Lame Deer, Montana 59043

SUMMARY OF WORK:

The receptionist is a clerical position for the Northern Cheyenne Tribal Transportation Program.

SPECIFIC DUTIES:

1. Answer the telephone and maintain a log of incoming calls.
2. Pick up the mail: log all incoming and outgoing correspondence; and disperse mail to the appropriate persons.
3. Perform basic clerical duties; typing, photocopying, faxing and e-mailing, etc.
4. Assist Planning, Road Maintenance, Transit and Road Construction with clerical support, taking messages or route incoming public to staff and/or other duties assigned.
5. Must establish priorities in completing daily assignments in a timely and accurate manner.
6. Other related duties as assigned by the immediate supervisor.

REQUIREMENTS AND QUALIFICATIONS:

1. High School Diploma or GED **required**.
2. **Must** have knowledge in Office Management and Skills.

3. **Must** have skills in using computer applications.
4. **Must** demonstrate good oral and written communication skills.
5. **Must** be prompt, dependable and reliable.
6. **Must attend staff or other meetings upon request.**
7. **Must** pass a Urine Analysis Drug Test per NCT Drug Policy and **random upon request.**
8. **Must** be professional at all times with public, co-workers, tribal officials/tribal programs, etc.
9. **Must** be able to handle stressful situations