

**NORTHERN CHEYENNE TRIBE
HUMAN RESOURCES
JOB ADVERTISEMENT
2018**

POSITION: Receptionist/Intake Clerk

DEPARTMENT: Human Resource Dept.

ACCOUNTABLE TO: Human Resource Director

CLASSIFICATION: Permanent Full-time

SALARY: \$9.00-11.00 p.h.

OPENING DATE: 9/7/18

CLOSING DATE: 9/17/18

How to apply: Submit a completed application, **RESUME**, (3) current (within 1 year) letters of reference, copies of certifications, transcripts, credentials, (if claiming Tribal preference) a Tribal I.D. or Tribal Certification and (if claiming Veteran's preference) a DD14 to the Northern Cheyenne Tribe, att: Human Resources Office, PO Box 128, Little Wolf Capitol Building, Lame Deer Mt. 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK: The Receptionist/Intake Clerk is a clerical management position for the Human Resources Department.

SPECIFIC DUTIES:

- ✓ Answer the telephone and maintain a log of incoming calls.
- ✓ Pick up the mail: log all incoming and outgoing correspondence; and disperse mail to the appropriate persons.
- ✓ Responsible for the intake of applications being submitted. Review the application for the accuracy and attachments. Inform the applicant if lacking documents. Place the application into the Position Folder.
- ✓ Follow through with entering and tracking of all necessary documents for the program.
- ✓ Upkeep of all filing for the department.
- ✓ Other related duties as assigned by the immediate supervisor.

REQUIREMENTS AND QUALIFICATIONS:

- ✓ High School Diploma or a GED required.
- ✓ Must have knowledge in Office Management and Skills.
- ✓ Must have skills in using computer applications.

JOB PERFORMANCE STANDARDS:

- Observation of work hours.
- Demonstrates punctuality
- Performs assigned duties.
- Maintains accurate and timely records.
- Deals tactfully and courteously with public.
- Adheres to strict standards of confidentiality
- Establishes and maintains effective working relationships with fellow employees, supervisor and the public.
- MUST agree to sign a wavier for pre-employment drug testing.
- Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.