



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: ADMINISTRATIVE ASSISTANT/LEAD CUSTOMER SERVICE RECEPTIONIST

SUPERVISOR: DEPUTY TRIBAL MANAGER

OPEN: NOVEMBER 14, 2016

CLOSES NOVEMBER 28, 2016

SALARY: \$12.50 -\$15.50 HOURLY 1 FTE

REPRESENTATIVE DUTIES INCLUDE Provides administrative support and receptionist duties sufficient for the effective and efficient operations of Tribal Management. Maintains reception area including telecommunications, greeting visitors, scheduling, meetings and facility use. Shall process incoming and outgoing correspondence. Compose, draft, and type documents, reports, and correspondence ensuring they are accurate and correct. Perform data entry and filing. Provide routine clerical services such as distributing and processing mail, copying documents, faxing and distributing faxes. Identify priority/time sensitive matters while maintaining security and confidentiality.

MINIMUM QUALIFICATIONS INCLUDE:

1. High School Diploma or GED
2. Post-secondary work and/or training in administration office environment.
3. One year experience providing administrative/clerical support services.
4. Proficient computer and office equipment skills.
5. Positive references.
6. Exhibit strong communications skills.
7. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
8. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
9. Must be able to work in a team environment.
10. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

5 MUST RECEIVE APPLICATIONS:00 P.M November 28, 2016. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

11/17/2016