



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

- JOB TITLE:** Secretary/Receptionist
- DEPARTMENT:** Administrative & Office Staff
- LOCATION:** Administration Building – Tribal Complex
- REPORTS TO:** Chief Operations Officer

JOB SUMMARY:

Secretary/Receptionist performs all those administrative and clerical type duties associated with the position as required and maintains confidentiality. Also services as back-up administrative and clerical support for the Tribal President, Executive Committee, and Chief Operations Officer in the absence of the Administrative Assistant.

CORE DUTIES AND RESPONSIBILITIES:

1. Greets all individuals entering the building for the purpose of responding to inquiries and/or directing individuals to appropriate location.
2. Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages. Maintains daily incoming call log.
3. Receives all incoming items (mail, faxes, job applications, etc.). Distributes items to appropriate department for the purpose of ensuring receipt to addressee. Maintains daily incoming mail log.
4. Maintains reception area materials (job applications, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
5. Performs general secretarial and clerical functions (copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations for the Administration Building.
6. Maintains a telephone directory for all employees, including work and personal cell phones, in case of office closings.

7. Makes flight reservations for travel for all employees, Tribal President, and Executive Committee Members.
8. Makes arrangements for travel for the Chief Operations Officer, Tribal President, and/or Executive Committee Members in the absence of the Administrative Assistant.
9. Assists in the maintenance of contracted copiers and postage machine, inclusive of ordering supplies, requesting service as necessary, and adding postage.
10. Assists in collecting monthly copier and postage meter readings, inclusive of preparing monthly usage reports.
11. Maintains Community Building and Portable Building information, inclusive of scheduling events, issuing/receiving applications for usage, issuing/receiving building key, and ensuring payment/deposits are received.
12. Performs other duties related to position as necessary or as assigned.

EDUCATION AND EXPERIENCE:

1. Possess a High School Diploma or GED.
2. Must have had at least one (1) year of work experience in a clerical or administrative type position.
3. Be computer literate and able to operate software for letter processing and spreadsheets.
4. Must have communication skills, both oral and written, to interact with people and program directors, as well as officials, funding agencies, public officials, attorneys, businessmen, and other individuals regarding tribal matters.
5. Must be knowledgeable and skilled in correct spelling, grammar and administrative office procedures.
6. Must be a self-starter and be able to work with a minimum amount of supervision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

