JOB DESCRIPTION

Position	Clerk/Receptionist
Dept Supervisor	Social Services Director or designee
Compensation Range	DOE

Summary of Duties and Responsibilities
This position is responsible for ensuring the accurate and efficient implementation of administrative and clerical activities necessary to maintaining the proper day to day function of the Social Service department. This includes: filing, answering telephones, taking messages, maintaining an appointment calendar for clients and staff, help inform clients of appropriate staff member or community resources, distributing incoming and outgoing mail, and any other duties assigned to promote the Social Services department.

- Maintain a positive, pleasant, helpful, and constructive attitude in working with the staff, customers, and the community.
- Monitor office supplies and submit appropriate paperwork when stock is low.
- Ability to learn to operate and problem solve office machines and equipment.
- Must be reliable, dependable, professional, and punctual at all times
- Knowledge and ability to draft memos, letters, or other correspondence related to the Social Service Department
- Must be able to work within a stressful environment and meet deadlines
- Other duties as assigned

Minimum Qualifications
- High School diploma or GED required (Submit a copy w/application)
- Valid driver's license at the time of application and be fully insurable, required
- Must be at least 18 years of age
- Minimum 6 months experience in clerical, secretarial, or related field
- Knowledge in Word Processing and various computer skills with the ability to navigate through various software programs
- Maintain strictest confidentiality regarding
- If in recovery, must be able to document six (6) months or more sobriety
- Must not have been convicted of a felony involving dishonesty within the past five years

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy.
Applicants are subject to a pre-employment drug test and at-random testing following employment.
Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit a Tribal application and copy of HS diploma/GED to: Human Resources Department, P.O. Box 408, Plummer Idaho 83851 or fax to 208/686-6216. For more information, visit our website at www.cdatribe-nsn.gov/hr.shtml or call 208/686-4068.