Tolowa Dee-ni' Nation/Lucky 7 Casino Enterprises

Position Description

Title: Receptionist	**Department:** (61) Human Resources
Class: Clerical	**FLSA:** Non-Exempt
Status: Full Time/Part Time	**Pay Grade:** III
Supervisor: Human Resources Manager	**Subordinates:** None
Effective Date: April 2014	

Position Summary:
Performs a range of basic office support activities for the Casino Administrative Offices, such as answering phones and directing calls, greeting and directing visitors, answering questions and performing routine clerical, data entry and/or word processing work as assigned. Incumbent may be assigned to any department on a rotating basis as need arises.

Essential Duties and Responsibilities:

- Answers telephones, routes calls, takes messages, and provides general information, greets and directs visitors; answers routine inquiries; maintains log of inquiries as required.
- Routes incoming mail, distributes correspondence and other material to departments.
- Orders office supplies for all departments. Maintain an inventory of office supplies.
- Performs a variety of routine typing assignments as appropriate to the position; operates a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters.
- Copies and/or duplicates materials as requested; may oversee day-to-day operation of the copy machine; prepares and transmits facsimiles as requested by Managers.
- Establishes, maintains, and processes, and/or updates files, records, and/or other documents, as directed.
- May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position.
- Maintains all of the Mail Logs for incoming and outgoing mail and Fax's.
- May run various routine errands, as required, for the Management Staff or any department as requested by your Supervisor.
- Accepts and dates applications for work.
- Performs miscellaneous job-related duties as assigned.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Minimum Qualifications:

- High School Diploma or equivalent (GED)
- 1 year relevant experience required.
- Must be a team player with the ability to multi-task in a fast paced working environment.

- Ability to work with and handle Tribal Members, clients, applicants, and various customers under stress in a professional manner.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified Indian Preference applies.

Language Skills:
Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:
Need to have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:
Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance. Must be able to pass extensive background investigation for the issuance and retention of gaming license.

Physical Demands:
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Work position: Standing 20%, walking 20%, sitting 60%, filing, carrying.
- Back movements: Lifting up to 25 lbs. occasionally, carrying, bending, some reaching, some kneeling/squatting, some climbing stairs.

Vision Requirements:
- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish colors).

Work Environment:
Moderate noise (business office with computers, printers, telephones). Moderate interruptions, as office is in a public setting.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____