



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**  
P.O. Box 279 • La Push, WA • 98350  
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Executive Receptionist

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

**The Quileute Tribe**  
**Human Resources Department**  
**P.O. Box 279**  
**La Push, Washington 98350**

Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

**Ensure your Application contains:**

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s) (if any)
7. Unofficial Transcripts (if required)
8. Driver's License

**NOTE:** *Incomplete applications will not be considered.*

Position: **EXECUTIVE RECEPTIONIST**  
Supervisor: Executive Secretary  
Location: Tribal Administration Building  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E (\$14.50 - \$17.00 hourly wage)  
Closes: **Open Until Filled**

### **RESPONSIBILITIES:**

The Executive Receptionist is someone who works for the Tribal Council and General Manager of the Quileute Tribe. The responsibilities of the Executive Receptionist include handling administrative tasks for the Council members, General Manager and Executive Secretary, arranging and scheduling meetings, making travel arrangements and handling administrative tasks. The Executive Receptionist represents the Quileute Tribe or any tribal employee in a professional manner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

#### **Executive Receptionist**

- Answers all incoming calls and directs calls accordingly.
- Records all unanswered calls on message slip and routes to the employee.
- Receives and directs visitors, vendors, and community members to back offices.
- Demonstrates a positive and pleasant approach to all those that phone or visit Tribal Office.
- Performs clerical duties as assigned, re-types older versions of policies, procedures as directed.
- Distributes employee memos through email system.
- Handles all Fundraising, Youth, Adult Wellness and Sports programs requesting assistance. Gathers all information for General Managers approval and entering in Microix for payment.
- Enters invoices in Microix for payment in a timely manner.
- Codes and enters incoming Cultural items, prepares and maintains Cultural book and Inventory.
- Reserves Rooms, Buildings for individuals for meetings, parties, etc.
- Other duties as assigned in a timely manner.

#### **Mailroom**

- Incoming mail
  - Pick up mail and distribute mail daily
  - Opens, date stamps and distributes with discretion
  - Cleans out Council binders after each meeting and files as necessary
- Outgoing Mail
  - Determines weight using proper scale and zoning procedures
  - Stamps mail
  - Delivers to Post Office daily
- General Mailroom

- Ensures that supplies are adequate postage, postage tape, certification papers.
- Routine maintenance of Postage Meter.
- Knowledgeable about current postal rates and requirements.
- Instructs others when necessary on meter operation.

### **Reproduction Clerk**

- Maintains stock in supply room.
- Schedules machine maintenance and repair.
- Ability to scan and file original government documents.
- Compiles and assembles council packets according to agenda.
- Monitors and maintains structure in supply room.
- Collects Quileute Tribal Council meetings, adds documents neatly in a special folder, label.

### **Cash Receipts Clerk**

- Receives and receipts all incoming checks and cash for Tribe including utility payments.
- Maintains a numerical (3) three-part cash receipt book.
- Prepares receipts for all other revenue received in mail or from outside sources.
- Scans all checks and receipts to assigned accounting department staff and specifications.
- Records all receipts in monthly Excel spread sheet and maintain. Signs off on receipt of cash/checks.
- Issues all B O licenses to contractors and collects appropriate fees.
- Must have knowledge of Native and Non- Native Fish for Licensing purposes.
- Must be able to take direction well.

### **QUALIFICATIONS:**

- High School Diploma or GED is required. Two years of experience in the clerical field is required. Must have excellent phone etiquette and clerical skills are necessary. Must have experience with computer in Windows, Excel, Microsoft Office, email, fax, multi phone system.
- Excellent communication skills, good attention to detail and the ability to communicate effectively with employees and directors at all levels. Must have excellent work ethics and be prompt and have reliable work history. At least 2 years' experience in clerical field. Attention to details is a must. Other duties as assigned. **Must abide by strict confidentiality**, personnel policies, and drug & alcohol policies.

### **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

## HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

**The Quileute Tribe**  
**Human Resources Department**  
**P.O. Box 279**  
**La Push, Washington 98350**

Or via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

**Ensure your Application contains:**

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s) (if any)
7. Unofficial Transcripts (if required)
8. Driver's License

***NOTE: Incomplete applications will not be considered.***