

# COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

## POSITION DESCRIPTION

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**TITLE:** Administration Receptionist

**INTRODUCTION:** This position is located at the CATG Administration Building in Ft. Yukon. The receptionist serves as the public face for CATG welcoming the visitors either at the front door or via the phone and directs visitors and calls to appropriate departments. The Receptionist provides administrative support, as needed, and works under the supervision of the Senior Executive Assistant/Office Manager and Executive Director.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Exercises excellent phone etiquette when answering all incoming calls and routing them to the appropriate staff, log messages, and disseminates general information when asked.
- Logs all in-coming mail, date stamping, initializing and forwarding all correspondence to the respective departments.
- Provides confidential support services to Administration and Accounting as needed.
- Assists in reprographics, compilation and logistics of reports as needed by Administration and Accounting.
- Transcribes minutes and recordings of Administrative or Council meetings.
- Arranges travel for Administration or CATG Council of Chiefs as required.
- Prepares purchase documents.
- Maintains records, files and data information for Administration
- Abides by the Federal Privacy laws regarding the confidentiality of clients and coworkers.
- Performs other related duties.

### **QUALIFICATIONS:**

- A High School Diploma or GED.
- Degree or certification in an Administrative Assistant Training Program.
- At least one year prior experience in general office procedures. Consideration will be given for similar related experience for the qualifications.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent communication skills and exhibit friendliness to public, tribal members, member tribes, vendors, contractors and co-workers.
- Must have organizational skills.
- Ability to multi-task such as booking travel for Administration, populating spreadsheets with data, greeting visitors and answering the phone sometimes moving from task to task at a moment's notice.
- Must have a positive attitude, ability to take direction, have active listening skills and knowledge of modern support services and general office principles, practices, and techniques .
- Skill in use of office equipment including computers, copiers, FAX machines, and printers.
- Ability to work with minimum supervision and possibly outside normal working hours.
- Must be punctual and on time consistently.

**OTHER:**

- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- Experience working with or for an Indian tribe or tribal organization is preferred.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy that includes pre-employment and random anonymous testing thereafter.

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| Title:              | Administration Receptionist                  |
| Location:           | Fort Yukon, Alaska                           |
| Supervision:        | Senior Executive<br>Assistant/Office Manager |
| Classification:     | regular full-time with<br>Benefits           |
| Salary:             | DOE<br>Wage Level 3 Step 1                   |
| Approved (Initials) | _____  |
| Date:               | _____  |

