

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Department: Administration

Position to be Filled: Front Desk Receptionist

Required Qualifications/Essential Duties:

- ; Retrieves messages from voicemail and forwards to appropriate personnel;
- Answers incoming telephone calls, determines purpose of callers and forwards calls to appropriate personnel or department;
- Takes and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable;
- Answers questions about organization and provides callers with address, directions and other information;
- Welcomes on-site visitors, determines nature of business and announces visitors to appropriate personnel;
- Monitors visitor access and issues passes when required;
- Updates appointment calendars;
- Receives, sorts and routes mail and maintains and routes publication;
- Maintains fax machines, assists users, send faxes and retrieves and routes incoming faxes;
- Orders, receive and maintain office supplies;
- Creates and prints fax cover sheets, memos, correspondence, reports and other documents when necessary;
- Performs other clerical duties as needed, such as filing, photocopying and collating;
- Orders, stocks, and replenishes coffee, tea, sweeteners, creamers and paper products for the 1st floor

Reports To: Director Of Operations

Starting Rate of Pay: \$17.00 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

Updated: August 10,2022

Deadline: Open Until Filled

Department Director Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.