



KLETSEL DEHE WINTUN NATION - JOB DESCRIPTION

Receptionist/Tribal Intern

**Position open
Until filled**

Job Title:	Receptionist/Tribal Intern	Job Code	N/A
Department:	Administrative Department	Work Location(s)	Cortina Rancheria / Kletsel Dehe Wintun Nation Tribal Offices in Williams CA, 95987
Reports To:	Tribal Administrator	FLSA Status	Non-Exempt
Starting Salary (Hourly)	\$16.00 FTE		

POSITION SUMMARY:

Under the supervision of the Tribal Administrator, The Receptionist/Tribal Intern (RTI) is responsible for greeting and directing guests visiting the Tribal Office. The RTI will receive and direct all external calls to appropriate departments & personel within the Tribe. The RTI will provide miscellaneous administrative support to tribal government operations (i.e. copying, filing, and mailing out information on behalf of tribal administration & assisting other tribal departments with administrative tasks).

DUTIES AND RESPONSIBILITIES:

1. Included but not limited to the following:
2. Answer, screen and route incoming telephone calls utilizing proper telephone etiquette.
3. Provide information on the tribe’s programs and services and direct other questions and communication to the appropriate department representative.
4. Welcome tribal citizens, employees and guest to the property in a professional and courteous manner.
5. Follow the proper protocol for routing visitors; control guests access and facilitate guest flow by announcing arrivals, delays and effectively communicating with guests and employees.
6. Copying, filing, and mailing out information pertaining to tribal administration.

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7. Other duties as may be assigned.

SUPERVISION RECEIVED OR EXERCISED:

This position is directly supervised by the Tribal Administrator.

This position has no supervisory responsibilities.

QUALIFICATIONS:

1. High School Diploma or GED Equivalent.
2. Must be computer literate, experience with microsoft programs is required.
3. Ability to operate office equipment.
4. Ability to maintain Client Confidentiality.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, and use hands, to handle, or feel. The employee is occasionally required to sit, reach with hands and arms climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office work involves maintaining and updating records, files, database information, research, and report writing, and other pertinent assigned tasks.

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APPLICATION PROCESS:

Scan your completed application packet including employment application and resume
Attention: connie.gomez@kdwn.org

Or Mail to:

**P.O. Box 1630
Williams CA, 95987**

KDWN Employment Application

Website: <https://www.kletseldehe.org/forms>

Kletsel Dehe Wintun Nation

570 6th St. Williams CA, 95987

Website: www.kletseldehe.org

Ph: **(530) 419 5058**

Fx: **(530) 387-3109**