

**Pit River Tribal Office**  
36970 Park Ave  
Burney, CA 96013  
www.pitrivertribe.org



**Human Resources Dept.**  
Toll-Free: 1-877-279-9097  
Phone: 1(530)335-5421 ext. 1210  
Fax: 1(530)335-3140  
hr@pitrivertribe.org

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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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Agnes Gonzalez Tribal Chairperson	Russell Eleck Tribal Vice Chairman	Raqueal Puim Recording Secretary	Jolee George Tribal Secretary	Brandy McDaniels Tribal Treasurer	Gary Wilson Jr. Sgt.-At-Arms
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**Position Title:** Receptionist/finance Assistant  
**Department:** Finance  
**Reports to:** Office Manager  
**Classification:** Non-Exempt/Full Time  
**Pay:** DOE

Position Posted: 02/12/2012  
Posting Ends: 02/26/2012

**All applications due in HR by 5: 00 pm by 02/26/2021**

#### **SUMMARY:**

This position serving as the PRT Finance department's Receptionist, finance assistant performs a variety of administrative and clerical tasks. As a Receptionist, you will be the first point of contact for the department. Our Receptionist's duties include offering administrative support across the department. You will welcome and greet people who visit the department. You will coordinate front-desk activities, including distributing correspondence and redirecting phone calls. To be successful as a Receptionist/ Assistant, you should have a pleasant personality, as this is also a customer service role. You should be able to deal with "emergencies" quickly and effectively while streamlining office operations. Multitasking and stress management skills are essential for this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Answering and transferring phone calls
- Assist a wide variety of projects, including preparing reports
- Answering questions
- Greet all people in a professional manner
- Perform data entry, documentation, printing, and filing duties
- Greet and welcome people as soon as they arrive at the office
- The answer, screen, and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g., pens, forms, and files)
- Provide necessary and accurate information in-person and via phone/email
- Receive, sort, and distribute daily mail/faxes
- Update calendars and schedule meetings
- Arrange travel and accommodations as needed
- Perform other clerical receptionist duties such as filing, photocopying, and faxing

## Skills

- Must have high attention to detail.
- Team player with strong communication skills.
- Excellent organizational skills and ability to prioritize assignments
- Skill in using a PC with associated programs, including Word, Excel, and Email.
- Handle all other office administrative responsibilities
- Proven work experience as a Receptionist, Front Office Representative, or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g., fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The Employee is regularly exposed to risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system. The noise level in the work environment is usually moderate.

### **Requirements:**

- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier.
- Adhere to all PRT policies
- Must submit to a criminal background check.

**Note:** This position requires awareness **and** deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color, religion, sex, age, national origin, marital status, ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability.

**Native Preference:** Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

**Acknowledgment:** This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this position may require other essential and/or non-essential functions, tasks, duties, or

responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any conditions of the Employee's job, is intended to create a contract of employment of any type.

The Pit River Tribe (PRT) job description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

**Applications and Job descriptions:** can be downloaded from the Pit River Tribe website at <http://pitrivertribe.org/tribal-employment/> or from the HR Department at Tribal Administration. All applications must be completely filled out, legible, and with reliable contact information, including your email address if available. Incomplete applications will not be considered. For supervisory, management, or Director positions, it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

**Contact:**

Human Resources Department  
36970 Park Avenue  
Burney, California 96013  
(530)335-5421 ext.1210 or 1208  
[cvanholland@pitrivertribe.org](mailto:cvanholland@pitrivertribe.org)  
[HR@pitrivertribe.org](mailto:HR@pitrivertribe.org)  
<http://pitrivertribe.org/>