

**KENAITZE INDIAN TRIBE  
JOB DESCRIPTION**

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**POSITION TITLE:** Receptionist

**TYPE OF POSITION:** On-Call

**REPORTS TO:** Director of Tribal Government Affairs

**INDIAN PREFERENCE:** Native preference under P.L. 93-638

**POSTING PERIOD:** June 17, 2011 – Open Until Filled

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**KENAITZE INDIAN TRIBE**

**Purpose**

To assure Kahtnuht'ana Dena'ina thrive forever.

**Kahtnuht'ana Dena'ina Values**

These are the beliefs and principles that define our people and will assure our future as tribe:

- Family: honoring and sustaining health and happiness of family as a first responsibility
- Stewardship: respectful use of land, resources and all creations
- Spiritual Beliefs: acknowledging the existence of a higher power and respecting spiritual beliefs
- Education: passing down cultural knowledge and traditions and supporting formal education

**Vision**

**By 2025, Dena'ina are prosperous, healthy, and culturally strong**

- We will work toward united effort with Native organizations and other governments that impact our people
- We will develop and implement a tribal education system
- We will live our traditional values and practices
- We will empower our sovereignty
- We will achieve self-sufficiency
- We will strive for excellence in all of our programs
- We will elevate the health status of our people

## **POSITION SUMMARY**

The Receptionist is responsible for greeting visitors to Kenaitze Indian Tribe in a friendly, professional, and helpful way. The Receptionist is responsible for answering and routing calls, coordinating incoming and outgoing mail, handling inquiries from the public, and providing information related to the tribe. They also fill a minor security role by monitoring access to the building by visitors.

## **QUALIFICATIONS**

(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)

- High School Diploma or General Education Degree (GED).
- One year of clerical experience, ability to type 40 wpm preferred.
- Working knowledge of Microsoft Word, Excel and Outlook.
- Good oral and written communication, and customer service skills.
- Ability to prioritize multiple projects and deadlines.
- Requires Alaska driver's license and must pass required criminal background check
- Willingness to learn the language, culture and history of the Dena'ina people.
- Ability to lift program materials weighing up to 30 pounds.
- Previous experience working with or living among Alaska Natives/Native Americans preferred.

## **ESSENTIAL FUNCTIONS**

- Greet customers to KIT, direct them as appropriate.
- Responsible for unlocking and locking the KIT administration offices at the start and close of the business day if requested by Director of Tribal Government Affairs.
- Answer main phone line, direct calls to appropriate staff.
- Maintain coffee pots for employees and customers.
- Schedule appointments for programs as requested.
- Provide KIT employment applications to the public as requested; when applications are received date stamp them and turn into Human Resources.
- KIT mail responsibilities include: mail pick-up at KIT locations and post office, open and stamp, deliver to administration for review, distribute mail.
- Coordinate courier pick-up when requested by administration (Fed Ex, DHL, UPS).
- Responsible for tracking KIT's borrowed supplies and equipment.
- Responsible for the KIT conference room schedule.
- Record all pertinent information for regular Receptionist to read upon their return.
- Maintains confidentiality in accordance with KIT policy.
- Other duties as assigned.

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This Job Description reflects Kenaitze Indian Tribe's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and qualifications of the job.

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Employee Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_