

JOB DESCRIPTION

JOB TITLE: Wood Cutting Project Receptionist/Clerk

DEPARTMENT: Eastern Shoshone 477 Program

SUPERVISION: John Wadda, 477 Director

SALARY: \$12.00 p/h

CAREER STATUS: Full Time

GENERAL STATEMENT:

Receptionist/File Clerk duties

DUTIES AND RESPONSIBILITIES:

- Ability to perform all clerical duties for the Wood Cutting Project.
- Maintain the time sheets for the Wood Cutting Project workers and trainees. • Answer the telephone and take orders for wood sales.
- Receive the money orders for the wood sales and give receipts to customers.
- Give the money to the Shoshone 477 Procurement Officer to deposit into the correct account,
 - Check the mail and write correspondence to clients.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

- Must have a valid driver license
- Must complete the employment application
- Successful completion of a pre-employment drug test
- Two (2) years clerical experience and knowledge of computer programs. Leadership and communication skills

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening and background check prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

I have read and understand the duties and responsibilities of my position. By signing I am in agreement to the requirements and will abide by the stipulations in the job description and the Policy and Procedures Manual.

Employee Signature

Date

Supervisor Signature

Date