

# RECEPTIONIST AND CLERICAL WORKER

(Fill-In/On-Call positions only)

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- Completed Keweenaw Bay Indian Community application
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
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**Distribution Date:**

**Closing Date:           Open Continuous**

## POSITION ANNOUNCEMENT

**POSITION:**                    **RECEPTIONIST AND CLERICAL WORKERS**  
Fill-In/On-Call positions only

**LOCATION:**                    Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, MI 49908

**SUPERVISORY CONTROL:**    Administrative Specialist to the CEO

**SALARY:**                    Grade 3 (minimum starting wage = \$8.91/hour)

**REQUIRED QUALIFICATIONS:**

- Must have High School Diploma or GED.
- Must be able to type and file.
- Must be computer literate, functional MS Office user at a minimum.
- Must have good math skills.
- Must have a pleasant demeanor.
- Must have the ability to answer telephones and accurately relay messages.
- Must maintain strict confidentiality.
- Must be at least 18 years of age.
- Previous receptionist/clerical experience preferred.
- Average clerical test score of 70% (testing will be administered by KBIC).
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical and pre-employment drug test.. **NOTE:** *Some positions require working with money and in highly sensitive, confidential situations (such as, but not limited to, Front Desk Reception, Tribal Police and Tribal Social Services). Applicants working in these assignments must be able to pass a background check with no current money-related crimes and/or a suitable background.*

**INDIAN PREFERENCE:**            Preference will be given to qualified individuals of American Indian descent.

**VETERAN PREFERENCE:**        Preference will also be given to Veterans (need DD214).

**DUTIES AND RESPONSIBILITIES:**    Department(s) may call to request temporary help and to fill in during staff absence. Duties vary from department to department, and may include, but are not limited to:

Answer telephone in a courteous manner, take messages for staff and relay messages to those staff members in a timely manner. Must be able to provide phone liaison contact for absent staff members.

Greet visitors in a courteous and professional manner, ascertain nature of business and direct visitors to appropriate staff member.

Perform basic clerical duties including, but not limited to, word processing, filing and copying, distribute in-coming mail, and scheduling appointments.

Prepare daily deposits.

Must maintain a professional, acceptable appearance and demeanor. Must be friendly, courteous and able to work well with people, including fellow staff members.

***This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.***

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