



COLUMBIA RIVER INTER-TRIBAL FISH COMMISSION

729 NE Oregon, Suite 200, Portland, Oregon 97232

Telephone 503 238 0667

Fax 503 235 4228

JOB ANNOUNCEMENT

Job Title: Receptionist/ Administrative Assistant

Department: Office of the Executive Director

Classification: Regular, full-time, non-exempt

Salary/Wage Range: \$22,000 to \$28,000 DOE

Location: Columbia River Inter-Tribal Fish Commission, Portland, OR

Job Summary/Primary Responsibility:

This position is the primary Receptionist, with the Commission Recording Secretary/Administrative Assistant as back-up. The receptionist opens the office, answers and routes incoming telephone calls to the Columbia River Inter-Tribal Fish Commission (CRITFC). The receptionist receives and distributes facsimiles and is also responsible for greeting commissioners, guests, and staff members.

The Administrative Assistant/Receptionist provides general administrative and clerical support to members of the Office of the Executive Director department, back-up support to the Administrative Services department, as well as back-up to the Commission Recording Secretary. These include, but are not limited to, filing, faxing, answering phones, typing, travel auditing, scheduling of meetings and appointments, copying and other administrative/clerical support activities.

Essential Job Functions:

Receptionist Duties:

1. Opens the CRITFC offices promptly at 7:30 a.m. every weekday morning.
2. Answer and route all incoming calls received through CRITFC's main telephone line by operating an Inter-Tel Consul and taking accurate messages and using proper telephone etiquette and protocols.
3. Greet all visitors (including tribal commissioners and other governmental dignitaries as well as staff members) assuring their comfort, by memorizing names and titles, arranging for proper seating in the lobby, getting coffee, etc.
4. Prepare the daily staffer *Coyote Speaks*, a publication providing information about staff members' daily schedules, by listing the whereabouts of each CRITFC employee.

5. Schedule all CRITFC conference rooms by keeping daily schedule logs for each of the four conference rooms. Every Monday morning, distribute conference room schedule. Maintain equipment reservations and package receiving log.
6. Receive and distribute all incoming facsimiles by reviewing and routing them to their indicated destination through the administrative assistant for that department. For no specific routing instructions, familiarization with all departmental objectives and activities is imperative. Report need for facsimile repair service to the Operations division of the Finance department.
7. As assigned by the Executive Assistant, may provide clerical assistance to CRITFC departments as time allows, by preparing forms, assisting with mailings, etc.
8. Keep the lobby and reception area neat and clean by straightening lobby chairs, arranging flyers, magazines, etc., watering plants, calling housekeeping in case of major spills, etc.
9. Other duties as assigned by the Executive Assistant.

Administrative Assistant duties and responsibilities:

1. Assist with the organization of the department by sharing the responsibility with the Commission Secretary/Administrative Assistant to develop and maintain department files for various projects and cost centers. These shall include, but not be limited to, chrony, correspondence, and internal and outgoing memoranda/letters.
2. Assist Executive Assistant by processing purchase order requests, time sheets, travel authorizations and vouchers, and maintain files of those documents for department.
3. Provide general clerical support for department through logging mail and distributing, typing, copying, word processing, faxing, mail distribution, etc.
4. Provide back-up support for the Commission Recording Secretary, attending, recording and transcribing minutes in her absence.
5. Provide back-up support for Administrative Service Department staff as needed.
6. Other duties as assigned by the Executive Assistant.

Job Requirements/Qualifications:

1. Incumbent must be highly organized, detail oriented, and have a demonstrated ability to work successfully in a team situation. Accuracy and attention to detail are critical.
2. Demonstrated writing and document preparation ability. This includes ability to

record and transcribe accurate minutes from Commission or related meetings.

3. Good typing and computer skills.
4. Experience with normal administrative procedures, including purchasing, travel, timesheets.
5. Time management. Incumbent must be able to identify priority activities and schedule time effectively to meet schedules and deadlines.
6. Reception experience using a telephone consul. Professionalism and confidentiality are a must.
7. Dependable work habits, including regular attendance, and punctuality in all matters concerning work and related assignments.

Supervision Received: Supervised by the Executive Assistant.

Supervision Given: This position does not have supervisory responsibilities.

Physical Demands:

The work is sedentary and requires a great amount of concentration and attention to detail. Work assignments are multiple and performed, at times, under severe time constraints. Work will regularly involve use of computers and occasional use of recording devices. Occasional evening or weekend work may be necessary to meet deadlines and schedules. Must be able to constantly sit at a desk for a minimum of seven (7) hours a day (with breaks).

Work is performed in an office environment with adequate heating, lighting, and ventilation. Incumbent will be in proximity to and interact with other staff. Occasional travel may be required.

Application Process:

Hiring preference will be given to qualified enrolled members of federally recognized tribes and Alaskan Natives, especially to members of the four CRITFC member tribes (Warm Springs, Yakama, Umatilla, Nez Perce).

Send letter of interest, resume, completed application form (available on our website at www.critfc.org "employment opportunities" on bottom left corner) or by calling 503-238-0667, and list of at least three professional references to:

Columbia River Inter-Tribal Fish Commission

Attn: Human Resources

729 NE Oregon St., #200

Portland, OR 97232

Fax: 503-235-4228 (please follow with mailed originals)

Email: hr@critfc.org (please follow with mailed originals)