

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL DEPARTMENT FAX: 406.675.2711
CSKT Website: cskt.org
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Receptionist/Records Clerk
Monday – Friday (8:00 – 4:30)

LOCATION: Early Childhood Services – St. Ignatius, MT

SALARY: \$11.23 to \$13.03 per hour

CLOSING DATE: Thursday, August 24, 2017 @ 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a mandatory six-month probationary.**

DUTIES:

- Greets persons entering the office, determines nature and purpose of visit, and directs visitor to specific destination, or answers questions and provides information. Acts as a host for all parents and other visitors, interacting with the public in a tactful, sensitive, professional manner.
- Is able to relate program specifics, such as basic enrollment information, ECS services, schedules, daily routine, to potential Head Start families.
- Maintains daily attendance log-in/sign-in sheet and updated list of center and administrative staff phone numbers.
- Answers telephone handling routine inquiries and directing more complex matters to appropriate staff members. Collects and distributes messages for ECS office employees. Makes contacts with staff, parents, and agencies as requested.
- Serves as support to ECS Administrative Staff for general office tasks such as typing, faxing, scanning, filing, or copying materials. Maintains work log of appropriate tasks requested by Administrative Staff.
- Keeps informed of meetings, activities, and other ECS events and communicates this information to ECS staff and families.
- Keeps updated calendar showing usage of the White House. May be asked to schedule/reserve conference rooms for meetings/training purposes. Signs for Fed Ex/UPS packages. Is responsible for date stamping, sorting, and distributing mail.
- Maintains an attractive reception area by caring for reception area plants, straightening magazines and newspapers, and updating bulletin board and pamphlet display. Keeps file room neat and orderly.
 - Establishes and organizes filing and record-keeping system if needed. Files and maintains records.
 - Locates and retrieves files, documents, records, and reports upon request from authorized persons.
 - Sets up office and center child files and checks for accuracy, signatures, and completeness as needed.
 - Posts data into the Early Childhood Services computer data base before filing forms in child's office file. Ensures files match what is logged on computer.
 - Prepares child registration packets. Receives registration packets from center teachers and checks them for completeness. Makes spreadsheet of all missing or incomplete registration forms.

DUTIES CONTINUED:

- Assists ERSEA/Child Care Coordinator in performance of the 1st and 2nd child file reviews.
- Assists visitors in filling out ECS Family or Childcare Application and other Head Start forms when the ERSEA/Child Care Coordinator is not available. Verifies income information and completeness of these applications. Makes calls for additional information as needed to complete an application. Inputs family data into the ECS Data Base using information from the applications.
- Maintains Application Request Log for current year and each year thereafter.
- Maintains an ample supply of current ECS Family and Childcare Application forms and registration packets for new and returning students. Updates the application forms as directed by the ERSEA/Child Care Coordinator.
- Prepares office and center child files for storage after three years.
- Operates a variety of office equipment keeping them supplied with paper, toner, etc. Notifies proper person when office machines need repair/maintenance.
- Keeps office and copy supplies on hand in copy room. Orders filing and office supplies as needed.
- Carries out appropriate recruitment activities such as mailing out ECS applications to prospective families including those on the Lake Co. Office of Public Assistance and the CSKT Enrollment of birth to 5 year olds lists as requested by the ERSEA/Child Care Coordinator.
- Assigns cell phones and keys to ECS staff at beginning of program year and checks them back in at the end of each program year.
- Communicates with supervisor regularly regarding progress, activities, and concerns including the items listed on the work log.
- The incumbent is a mandatory reporter of observed or suspected child abuse and neglect. Must properly report and document any incidents.
- Attends mandated trainings and meetings, and seeks out professional development opportunities for self.
- **Performs other duties as assigned.**

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must possess a High School diploma or equivalent.
- At least one year of office computer experience using Microsoft Word and Microsoft Excel or the equivalent of one year of formal computer training.
- At least one year of experience as office receptionist and in file management.
- Ability to operate, in performance of tasks, a variety of office equipment such as: computer, copier, scanner, fax, calculator, laminator, etc.
- Employment preference given to current or former Head Start/Early Head Start parents. Must provide documentation.
- Health Requirements:
 - Current Physical Exam or ability to obtain Physical Exam upon hire.
 - Current on required immunizations or ability to become current upon hire.
 - Verification of recent TB screening or ability to complete required screen.
- **Must pass drug test and complete a Criminal Record Check including finger-printing,** (no violence against children or individuals, no domestic violence, no sexual abuse or violent acts against children or any person) **prior to employment** and every 2 years thereafter; subject to random drug testing through the Confederated Salish and Kootenai Tribe's Personnel Department.
- Possess and maintain a current Montana Driver's License and be insurable under the Tribes' fleet policy.

SUBMIT:

1. Completed Tribal employment application (resumes are not accepted).
2. Completed supplemental questionnaire for background investigations.
3. Certified copies of relevant academic transcripts and training certificates.
4. Must provide a copy of a valid driver's license.
5. Proof of enrollment from a federally recognized Tribe.
6. If claiming veteran's preference, a copy of DD214.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Evelyn Charlo, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1029.

FOR MORE INFORMATION: Contact: Jeanne Christopher, ECS Director @ 406.675.2700, ext. 5513.