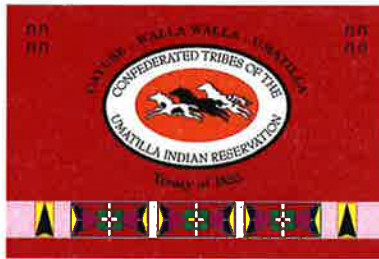


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Switchboard Operator/Secretary I

SALARY: Pay Range: 4
\$21,782.88 to \$27,503.00 per year
Target Salary: \$24,786.60 DOE/DOQ

DEPARTMENT: Board of Trustees Building, Office of Administration

LOCATION: Nixyaawii Governance Center, Mission, Oregon, Confederated Tribes of the Umatilla Indian Reservation

EMPLOYMENT STATUS: Full Time with benefits package
Covered Status

SUPERVISED BY: BOT, Executive Assist (BOT/EA)

OPENING DATE: August 20, 2010

CLOSING DATE: Open Until Filled w/first screening August 27, 2010

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

Primary responsibility is to be punctual with above average attendance history in order to manage incoming phone calls for the CTUIR main telephone switchboard to include answering general questions and transferring

calls to appropriate departments or specific staff. Individual must be professional in appearance and demeanor to meet and greet the public. Individual will be trained on general administrative support functions

EXAMPLES OF JOB DUTIES & RESPONSIBILITIES

1. Screening incoming telephone calls and visitors; assisting them by answering general questions or referring to appropriate department and/or staff.
2. Expected to always greet the public and staff in a professional & courteous manner while maintaining a professional appearance and demeanor.
3. Responsible for working with and assisting Board of Trustees Secretary with filing, drafting letters and memos, and scheduling appointments. This position will also be assigned two other BOT members, assisting in dialing duties as necessary.
4. Responsible for data entry and scanning, letters, notices, etc. for the Commission/Committee Tracking Database.
5. Expected to backup staff for GSA vehicle management/administration and also expected to backup Travel Coordinator/Assistant Travel Coordinator as needed. Will be required to follow an established Responsibility list and assist with other back up duties as needed during co-workers absences.
6. Transmit and receives faxes; distribute to appropriate staff.
7. Responsible for stocking and maintaining supplies for BOT members and Administration staff. Meet monthly with BOT monthly with BOT members to discuss and fulfill their supply needs.
8. Make copies and type correspondence as requested by Administration and Board of Trustee's staff.
9. Receive, date stamp, scan, and distribute incoming mail and faxes. Also responsible for delivering outgoing correspondence and interoffice mail on a regulated schedule.
10. Contact person on operations and maintenance of office, field, and computer equipment.
11. Perform other duties as assigned by the BOT Executive Assistant (BOT/EA) and/or the Executive Assistant to the Executive Director.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

[fill in as necessary] **Example:** *None, or sensitive areas of the department and program containing sensitive documentation and material such as {access to the HR records vault and personnel records during the proper performance of duties}*

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. High School diploma or equivalent, PLUS four years general office experience OR one year college secretarial course.

2. Ability to establish and maintain a satisfactory working relationship with all members of the Board of Trustees and the Executive Director as well as with a diverse group of people from both the community and the CTUIR staff.
3. Must be punctual, dependable and professional in appearance and dress.
4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing through concise reports, memoranda, directives, emails, and letters.
5. Must have the ability and interest to greet the public and handle difficult situation on the phone in a professional and courteous manner.
6. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
7. Must be familiar with computer processing equipment and software, including Word, Excel, Power Point, Outlook and other office suite software. Continuing to update knowledge of computers and other office technological equipment by attending trainings as directed by supervisor.
8. Must possess and demonstrate good writing skills, spelling, proofing, and grammar skill.
9. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
10. Must be able to operate and maintain office machines. (Copiers, fax machines, printers, etc).
11. Must have a valid driver's license, reliable transportation, and meet Tribal Insurance requirements.
12. A computer keyboard test will be administered.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 10 lbs. over should height (necessary for placing heavy files up on shelves.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work.

SELECTION PROCESS:

Tribal Personnel Policy and Procedures Manual, Section 3.02: Employment Preferences

The Tribe's employment preferences shall be as follows:

- a. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to Tribal members and to other Indians enrolled in federally recognized tribes. This Tribal and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
- b. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
- c. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in section 3.07.
- d. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no Tribal employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, sex or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies and Procedures Manual.

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed application for Sensitive Tribal Positions.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veterans preference: Must provide proof of honorable service and discharge or completed Form DD214.

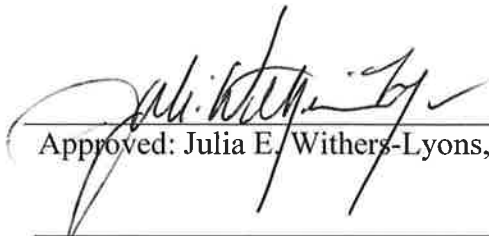
APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Onboarding
46411 Timine Way
Pendleton, OR. 97801
Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.



Approved: Julia E. Withers-Lyons, Staffing/On-Boarding Manager

8/20/10

Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date