

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

Job Title: Housing Receptionist
Department: Housing Department
Supervisor: Housing Director
Status: Non-Exempt/Hourly

Summary

The primary responsibility of the Housing Receptionist is to answer phones, process mail, maintain files and provide services to applicants, tenants and/or homebuyers, landlords and the general public to implement the Housing Department's program while following Federal and Tribal regulations, policies, and procedures. Candidate must have experience and demonstrate their ability to function in a team-orientated environment.

Essential Duties and Responsibilities

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Initial point-of-contact for Housing Office; provides housing reception and performs administrative duties.
- Prepares housing related material for distribution.
- Assists staff with completing Purchase Vouchers and maintaining PV files.
- Assists staff with copying, filing, making labels, mailing, and distribution of information.
- Maintains office supply inventory and prepares office supply orders.
- Acts as a liaison while working with interested or participating landlords, rental agencies, community organizations, service agencies, and charitable groups to provide information on needed resources for program participants.
- Assigns work orders and coordinates with Facilities or other departments when needed.
- Ensures that all necessary paperwork in participant files is maintained and that all required documentation is in order.
- Explains, interprets, and applies SSIT Housing Department policies and procedures for the TBRA, Low Rent, and Homeownership Programs.
- All other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

- High School diploma or GED.
- Must have administrative clerical support experience and strong organizational skills.

- Must have experience with records management and filing.
- Must have at least two years office experience.

Mathematical Skills

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Computer Skills

Must have knowledge and experience with all Microsoft Suite programs. Knowledge of the Housing Data Systems (HDS) or Doorways software is preferred.

Certificates, Licenses, Registrations

Current Washington State driver's license.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The workplace, while filled with opportunities for growth, has moments of stress related forces. The employee must be able to endure emotionally charged communications. The employee may occasionally lift and/or move up to thirty pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

Culturally Sensitive

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment and random drug screens.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.