



Upper Sioux Community

Pezihutazizi Oyate

Tribal Safety Center Receptionist

Job Description

Department: Tribal Safety Center

Schedule: Monday-Friday, 8:00 a.m. to 4:00 p.m.

Status: Non-Exempt, Hourly

Starting Wage: \$20.00 per hour (Depending on Qualifications)

Preference: Native American Preference Applies

Position Summary

The **Tribal Safety Center Receptionist** serves as the primary point of contact for the Tribal Safety Center and provides administrative, clerical, and customer service support to Tribal Safety Center departments and staff. This position acts as a liaison between employees, clients, community members, and visitors, ensuring professional, efficient, and courteous service.

The Receptionist plays a key role in supporting daily operations by managing communications, maintaining records, assisting clients, coordinating appointments, processing payments, and providing general administrative support. This position helps maintain an organized and welcoming environment while supporting the mission of the Upper Sioux Community Tribal Safety Center.

This is a **public safety position** and requires the successful completion of a criminal background check and pre-employment drug screening

Essential Duties and Responsibilities

Administrative Support

- Provide clerical and administrative support to Tribal Safety Center departments.
- Handle correspondence, schedule appointments, maintain files, and perform data entry.
- Prepare, assemble, and proofread documents.
- Maintain records, filing systems, and computerized files.
- Scan documents and assist with data requests.
- Maintain capital asset records.
- Order and maintain office and building supplies.
- Receive, sort, and distribute incoming mail and prepare outgoing mail.

Reception and Customer Service

- Serve as the first point of contact for visitors, clients, and callers.
- Answer telephones, direct inquiries, and provide general information.
- Assist clients with applications, program forms, and department service requests.
- Receive and accurately record payments.
- Initiate contact with clients and other individuals to gather and document information.
- Respond to inquiries from agencies, departments, and members of the public.

Operational Support

- Assist with internal and external communications.
- Coordinate special projects and interdepartmental activities.
- Set up and take down rooms for meetings and events.

- Perform daily cleaning of public and work areas.
 - Maintain knowledge of Tribal Safety Center operations and Upper Sioux Community government services.
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Additional Responsibilities

- Attend training, conferences, and seminars.
 - Schedule appointments for MedTech and Kavira Health Services.
 - Assist Tribal members with court information and services in the absence of the Clerk of Court, under the Clerk's supervision.
 - Perform other duties as assigned.
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Minimum Qualifications

- High School diploma or equivalent.
 - One year of relevant work experience.
 - Strong organizational and communication skills.
 - Ability to manage multiple priorities and meet deadlines.
 - Ability to work effectively under pressure.
 - Reliable transportation to and from work.
 - Good attendance and punctuality.
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Knowledge, Skills and Abilities

The successful candidate will demonstrate:

- Knowledge of office practices, procedures, and administrative support functions.
 - Proficiency with Microsoft Office 365, including Word, Excel, and Outlook.
 - Ability to maintain records and prepare reports.
 - Ability to operate computers, software applications, and databases.
 - Strong oral and written communication skills.
 - Ability to work with confidential information and exercise sound judgment.
 - Strong customer service and interpersonal skills.
 - Ability to establish and maintain effective working relationships.
 - Ability to prioritize workload and adapt to changing needs.
 - Ability to interpret written and verbal instructions.
 - Ability to work independently while following established procedures.
 - Ability to communicate effectively with Tribal departments, public safety personnel, outside agencies, and the public.
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Physical Demands and Working Conditions

- Work is primarily performed in an office environment.
 - Position may involve prolonged computer use, resulting in eyestrain or similar occupational hazards.
 - Ability to lift, carry, or push up to 25 pounds.
 - Light facility cleaning duties, including bending and lifting.
 - Ability to handle stressful situations and people in an effective professional manner
 - Work requires attention to detail and adherence to deadlines.
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Equipment Used

- Office equipment, computers, and software applications.
 - Commercial vacuum cleaners.
 - Commercial carpet cleaning equipment.
 - Standard cleaning equipment and supplies.
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How to Apply

Please submit the following:

- Completed Upper Sioux Community Employment Application
- Resume
- Three Professional References

Applications may be submitted to:

Upper Sioux Community Board of Trustees

P.O. Box 147

Granite Falls, MN 56241

DISCLAIMER

This job description is not intended to be an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. It is designed to accurately reflect the current role; however, management and the Upper Sioux Board of Trustees reserve the right to revise the duties or to assign additional tasks as necessary. Changes may occur due to circumstances such as emergencies, personnel adjustments, workload demands, priority shifts, or technological developments.