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**Receptionist  
San Xavier District – Tohono O’odham Nation**

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**Department: Housing  
Reference: 125-F**

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the performance level related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring a staff member. The job duties referenced here are examples and may change from time to time.

**1. Job Summary**

- a) Hourly, non-exempt, full-time regular, non-supervisory position.
- b) The Receptionist is primarily responsible for assisting the San Xavier District Community and Housing staff in the day-to-day operations of the Housing Department.
- c) Supervised by the Housing Program Manager.
- d) Salary Range – NE4.

**2. Responsibilities**

- a) Essential Duties.
  - i) Acknowledges and greets all visitors, District managers and supervisors, and employees politely and professionally.
  - ii) Answers all incoming calls and transfers to the appropriate individuals.
  - iii) Assists –
    - a) the Housing staff coordinate efforts to reach the Departmental goals and objectives.
    - b) in producing a monthly Wa:k Newsletter article as requested.
    - c) with maintaining departmental files, implementing confidentiality and professionalism.
  - iv) Makes arrangements for meetings.
  - v) Coordinates some office functions with other departments.
  - vi) Operates office equipment such as personal computers, calculators, fax machines, and copiers.
  - vii) Assists the Housing Administrative Assistant with duties as needed.
  - viii) Attends and participates in departmental and All-Staff, and other job-related meetings and trainings.
  - ix) Maintains confidentiality of all sensitive information.
  - x) Performs other duties as assigned and executes other responsibilities and projects as necessary.

**3. Knowledge, Skills, and Abilities**

- a) Effective oral and written communication skills.
- b) Knowledge of office management, budgeting, and problem-solving techniques.

- c) Skilled in –
  - i) developing and maintaining good working relationships.
  - ii) English composition, grammar, spelling, and punctuation.
  - iii) the use of personal computers/software.
- d) Ability to get along with diverse personalities.
- e) Good reasoning abilities and sound judgment.
- f) Resourceful and well-organized.
- g) Knowledge in working with Native American communities.

4. Working Conditions

a) Environment.

Hot  Noisy  Dust/Fumes

Cold  Outdoors  Chemicals

Contact with substance that could cause allergic reactions:

Yes  No  Describe:

Protective Equipment Used:

Other:  Explain:

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling				✓	
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing	✓				
Digging					
Dialing		✓			
Hearing		✓			
Lifting/Carrying 25lbs.				✓	
Lifting/Carrying 50lbs.				✓	
Lifting/Carrying 75lb.s				✓	
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard		☒	x		

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Vehicle Operation	✓				
Walking	✓				
Writing		✓			
Other:					

5. Qualifications

- a) High school diploma or equivalent.
- b) Minimum of two (2) years of experience in answering multi-line telephones, clerical skills, or a combination of training and education, which demonstrates the ability to perform this position’s duties and responsibilities.
- c) Valid AZ Drivers License with no DUIs or major traffic offenses within the past three (3) years.
- d) Bi-lingual – O’odham/English Preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 & 473), the San Xavier District gives preference when filling vacancies to (in sequential order):

- (1) Enrolled members of the San Xavier District,
- (2) Enrolled members of the Tohono O’odham Nation
- (3) Enrolled members of other nations or tribes
- (4) All other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

**Reviewed and Approved By:**

Employee Acknowledgement: \_\_\_\_\_ Effective Date \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Effective Date \_\_\_\_\_

Next Level Supervisor: \_\_\_\_\_ Effective Date \_\_\_\_\_

***San Xavier District is an “Alcohol/Drug-Free Work Place”***