<p align="center">VACANCY ANNOUNCEMENT</p>

RECEPTIONIST
RED LAKE NATION TRIBAL COURTS

Open: September 21, 2020   Closing: October 16, 2020 @ 12:00 p.m.

PRIMARY FUNCTION:
Performs various clerical support functions for the court staff including but not limited to answering and routing telephone calls, accepting payments to the Court, maintaining payment files, etc. Reports to Court Administrator, Salary; DOQ.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Responsible for answering phones in a courteous manner and directing calls to the appropriate staff.
- Greeting and assisting the public in a friendly and courteous manner.
- Pick up the mail daily at the Post Office, Accounting Department and Tribal Council and distributing the mail to the staff.
- Handling the incoming and outgoing correspondence and routing of incoming correspondence to appropriate staff.
- Responsible for the collection and processing of fine and fee payments.
- Assist Tribal Court Staff as assigned.
- Maintain confidential information.
- Other job related duties as assigned.

EDUCATION/WORK EXPERIENCE/QUALIFICATIONS:
- High School Diploma or Equivalent.
- Three to six months related experience and or training.
- Excellent organizational skills in handling multiple tasks.
- Excellent verbal and written skills.
- Ability to handle stressful situations in a professional manner.
- Adhere to and have knowledge of the Data Privacy Act.
- Must be of high moral character to uphold the integrity of the court.
- Computer knowledgeable in using various software and other office machines used in the courtroom, including transcribing machines.
- Must have knowledge of the Red Lake Tribal Code and Ordinances.
- The Red Lake Nation Tribal Courts has a zero tolerance policy on drugs/alcohol.
- Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Test and Background Check

TO APPLY: Applications (w/resumes attached) are being accepted at the Red Lake Human Resources Department, P.O. Box 546, Red Lake, MN 56671 Phone (218) 679-1847 *Fax (218) 679-4176.