**DESCRIPTION:** Performs front desk receptionist duties including routine clerical, secretarial and administrative work. This includes answering telephones, receiving the public, providing customer assistance, mail-processing, and record keeping. Prepares travel for Borough employees.

**DUTIES:**

* Develops and maintains office forms and procedures and assists with administrative tasks.
* Answers central telephone system and directs calls accordingly.
* Makes all travel arrangements and reservations for the Borough employee, under direction from the Mayor.
* Receives the public and answers questions, in person and via telephone; responds to inquiries from employees, citizens and other peoples. Refers to appropriate person, official or department as necessary.
* Operates required office machines as needed.
* Prepares outgoing mail; sorts and distributes incoming mail.
* Duplicates and distributes materials.
* Composes, types and edits correspondence, reports, memoranda and other materials.
* Assist public with the use of department facilities.
* Maintains office supply inventory.
* Other duties as assigned.

**MINIMUM REQUIREMENTS:**

* High School Diploma or GED
* Possess knowledge of Borough communities, economy and culture.
* Possess community proficiency and skills in business applications, Microsoft Office and network applications.
* Have the ability to communicate effectively with residents in remote villages of the Northwest Arctic Borough.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Date Mayor Date**