Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

RECEPTIONIST

Position Description

Opens: November 10, 2026 Closes: May 10, 2027			
Department:	Maintenance	**Reports to (title):**	Facilities and Operations Manager
Job Code:	N-5	**Job Location:**	Bois Forte Tribal Government-Vermilion, MN
Pay Range:	Min: $13.47 Mid: $16.84 Max: $20.21	**Supervises:**	None
Hours/week:	Varies	**Classification:**	Non-Exempt
Type of Position:	On-Call	**Effective Date:**	10/01/2025
Indian Child Protection Background:	Yes	**Revised Date:**	10/01/2025

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Receptionist will be responsible for the front desk area of the designated department, and will assist callers and visitors in a friendly, helpful manner. The Receptionist will represent Bois Forte Band of Chippewa in a professional and culturally sensitive manner at all times.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Answer incoming telephone calls, determine the purpose of callers and forwards calls to appropriate personnel or department; Retrieves messages from voicemail and forwards to appropriate personnel; takes and delivers messages or transfers calls to voicemail when appropriate personnel are unavailable.
2. Answer questions about organization and provide callers with addresses, directions, and other information.
3. Welcome on-site visitors, determine the nature of business, and announce visitors to appropriate personnel.
4. Monitor visitor access and issues pass when required.
5. Update appointment calendars.
6. Receive, sorts, and routes mail and maintains and routes publications.
7. Maintain fax machines, assist users, send faxes, retrieves, and routes incoming faxes.
8. Create and print fax cover sheets, memos, correspondence, reports, and other documents when necessary.
9. Perform other clerical duties as needed, such as filing, photocopying, and collating.
10. Receive, print and distribute work orders to appropriate personnel or department.
11. Administer registrar duties including issuing license plate tabs, ensuring the required documentation is provided.
12. Issue Hunting Permits and Deer Tags, Ricing Permits, and Netting.

13. Receive payment for rent, utilities, daycare, court fees, etc.
14. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• Three (3) to twelve (12) months related experience.
Education:	• High school diploma or GED.
License/Certification:	• None.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Ability to strictly adhere to the Freedom of Information Act and the Privacy Act. • Ability to multi-task. • Ability to communicate with the public as a receptionist. • Customer oriented. • Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. • Use/storage/maintenance of multiple usernames and passwords. • Computer-related problem-solving skills through the use of available training and help desk. • Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files. • Ability to perform other duties as assigned. • A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- None.

WORK ENVIRONMENT

Work Environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical Demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental Demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER	
Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.