



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219

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OPEN: 09/25/23
CLOSE: 10/10/23

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: MAIL/OFFICE MANAGER

RESPONSIBLE TO: Administrative Officer

SALARY: Step Range: 15-25; Full Benefits
Salary Range: \$41,687- \$56,024
Hourly Range: \$20.04 - \$26.93

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Klamath Tribal Administration Office
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: Comprehensive Employee level

POSITION OBJECTIVES

The primary purpose of this position is to supervise the development, installation and administration of the incoming/outgoing and interoffice mail responsibilities, , and cost allocation to departments for postage, copies, mileage, and telephone usage in accordance with established procedures and policies. The Mail/Office Manager will receive and distribute incoming and outgoing mail, and maintain logs to provide for the status of mail. Retrieve and retain department usage for cost allocation for postage, copies, mileage, and telephone expenses.

This position requires someone who can work independently with minimal supervision to ensure timely, accurate and efficient work flow in accordance with office policies and procedures.

MAJOR DUTIES AND RESPONSIBILITIES

1. Manage daily operations of the mail room to ensure efficient procedures are followed.
2. Oversee the development and maintenance of cost-effective systems to be used for postage, fax, and copies.
3. Pickup and deliver incoming and outgoing mail from post office and interoffice mail at scheduled times daily.
4. Review, organize, log and disperse incoming mail and checks. Prepare outgoing mail and packages for delivery, including but not limited to, issuance of postage and shipping labels.
5. Formulate and oversee the development and maintenance of the Standard Operating Procedures for the Mail and Cost Allocation to programs for postage, copies, mileage, and telephone usage.
6. Assign and input department codes on postage machine and copy machines. Retrieve usage totals for postage, copy machines, mileage, and telephone service on a monthly basis.
7. Develop and maintain department cost allocation spreadsheet for copy, postage, mileage and telephone on a monthly basis. Submit final cost allocation spreadsheet to Finance for accounts payable.
8. Prepare monthly statement for each department which reflects total copy, postage, mileage, and telephone program expenses.
9. Ensure minimum postage amounts are maintained in the Postage by Phone System Account. Prepare vouchers, purchase orders, and submit proper payments for postage machine and related equipment. Schedule Postage Meter for regular maintenance at the Post Office.
10. Perform backup receptionist and motor pool duties when necessary.
11. Operate and maintain incoming and outgoing telefax machine transmittals and related functions. Order supplies and serve as the contact person for maintenance.
12. Operate copy machine for departmental staff and the public. Serve as the contact person for meter readings and maintenance.
13. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Works under the immediate supervision of the Administrative Officer who provides general instructions. Work is assigned in terms of functional/organizational objectives. The supervisor assists with unusual situations which do not have clear precedents.

Employee works independently, resolves problems on the basis of past precedents; exercises judgment in interpreting guidelines and applicability; ensures time lines are met.

Employee plans and carries out various stages of a project by selecting and using approved methods and techniques as appropriate.

Final drafts of most assignments are reviewed for quality and compliance with established policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of each departments function in order to process incoming mail for distribution.

Ability and skill to provide clear direction and supervision.

Ability to interact with all levels of management and with employees of tribal government.

Ability to work independently with minimal supervision.

Ability to plan and organize work using one's own initiative and to seek information and assistance from the supervisor as necessary, making decisions based on experience.

Ability to communicate orally and in writing. Incumbent must be able to express her/himself in a clear and concise manner for the purposes of correspondence, reports, and instructions, etc., as well as, for obtaining information or conveying messages.

Knowledge of proper mailing procedures for deciding when to contact appropriate personnel when discrepancies arise.

Knowledge of regulations governing mail procedures when using certified, registered, etc., slips when distributing outgoing mail.

Knowledge, skill and ability to operate mail room equipment such as sorters, postage scale and meter, date stamp machine, etc.

Knowledge of general office practices and procedures. Basic ability to operate standard office equipment such as typewriter, photocopier, telefax machine, computer/data entry, etc.

Knowledge, skill and ability to use multi-line telephone system in an efficient, professional

manner for backup receptionist duties.

Ability to maintain cooperative working relationship with supervisor, co-workers and all staff.

Ability to meet and greet visitors in a pleasant, courteous manner when performing receptionist duties.

Ability to lift different sized packages, materials and pouches weighing up to 40 lbs.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Ability to maintain **strict confidentiality** of records and information pertinent to the nature of the work.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*
- **REQUIRED** to have a minimum of two years relevant work experience and/or training in related field which satisfactorily demonstrates the knowledge, skill, and ability to perform the required job duties. *(Must submit copy of diploma or transcripts for educational consideration.)*
- **REQUIRED** to have experience with standard office equipment such as typewriter, computer/word processor, photocopy machine, multi-line telephone system, and telefax machine.
- **REQUIRED** to be able to lift and carry mailbags, packages, etc. up to 40 lbs.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Associate's Degree in Business Office Management, Office Systems Technology, or related field, preferred.
- Experience with mail room equipment, such as sorters, postage scale and meter, date stamp machine, etc., preferred.
- Supervisory Experience, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference*).

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)