



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
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**VACANCY ANNOUNCEMENT**

**POSTING NO:** 029-19

**OPENING DATE:** 02/07/2019

**CLOSING DATE:** 02/20/2019

**POSITION:** Receptionist (Part Time Approx. 29 hpw)

**POSTED:** WITHIN

**PAY GRADE:** NE4 (\$10.50/ph to \$12.33/ph)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** POI

**DEPARTMENT:** Recreation

**REPORTS TO:** Parks and Recreation Director

**BACKGROUND LEVEL:** Child Care

**JOB PURPOSE:** Operates multi-line telephone system to answer incoming calls and greets visitors; directs callers and visitors to appropriate personnel. Maintains professionalism in all interactions with internal and external customers.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position*

**JOB DUTIES:**

- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Provides general information to the public concerning the functions of the Recreation Center.
- Takes and delivers messages or transfers call to voice mail when appropriate personnel are unavailable.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel. Answers questions about program services and provides general information.
- Maintains an effective filing system of documentation and records.
- Maintains phone system, fax machines, and other office equipment calling on repairs as needed.
- Sends fax, and retrieves, logs and distributes incoming faxes.
- Orders, receives, and maintains office supplies as needed.

- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Manages the breakfast and lunch summer program; assists in watching children during the summer program as needed.
- Assists in planning and preparing for upcoming monthly events.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- High School Diploma/GED.
- Six months related experience.
- First Aid and CPR certifications.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheet and database software programs.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT**

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.