



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

POSTING NO: 174-23

OPENING DATE: 12/04/2023

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Receptionist
PAY GRADE: NE2 (\$12.00/hr. - \$16.20/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Part-Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Parks & Recreation
REPORTS TO: Administrative Assistant III
BACKGROUND LEVEL: Child/Elder

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:

- High School Diploma/GED.
- Six months related experience.
- First Aid and CPR certifications.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

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

