



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

**POSTING NO: 049-24**

**OPENING DATE: 03/27/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Receptionist  
**PAY GRADE:** NE2 (\$15.50/hr. - \$20.95/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Police Department  
**REPORTS TO:** Police Captain  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Contributes to the efficient daily operation of the Police Department by performing a variety of clerical duties while staffing the police "West Side" Substation. Maintains professionalism in all interactions with internal and external personnel.

*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.
- 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.
- Monitors visitor's access and signs in visitors as required.
- Updates appointment calendars as needed.
- Performs clerical duties to support department as needed.

- Assists in community policing projects as directed.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Maintains phone system, fax machines, and other office equipment calling on repairs as needed.
- Sends fax, and retrieves, logs and distributes incoming faxes.
- Assists Executive Assistant with supply orders; receives and maintains office supplies as needed.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Attends and participates in meetings, trainings, and appropriate professional development activities.
- 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.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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 demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members.
- Ability to understand and comply with confidentiality of records and law enforcement sensitive information.
- 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 occasional lifting of 15 lbs.

**WORK ENVIRONMENT:**

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