

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2012-48**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: RECEPTIONIST (TEMPORARY / ON CALL POOL)
OPENING DATE: July 31, 2012
CLOSING DATE: Open Until Filled
DEPARTMENT: Administrative Services
SALARY RANGE: NE-3; \$8.77 Per Hour

Position Summary:

Under direct supervision of the Administrative Services Department Director, operates PBX or multi-line telephone system to answer incoming calls and directs callers and visitors to appropriate personnel. Maintains professionalism in all interactions with internal and external customers. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
- Provides general program information; monitors visitor access and signs in visitors as required.
- Types correspondence and other documents and communications from drafts, recordings, or verbal instruction.
- Receives, sorts, and routes mail, sends faxes, and retrieves, logs, and distributes incoming faxes.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED plus six months experience as a receptionist in a large office setting required. An equivalent combination of education and experience may be considered. Fluency in the Laguna language preferred. Must be insurable under the Pueblo's liability insurance carrier and successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to handle multiple tasks, to exercise independent judgment, and to follow oral and written instruction.
- Skill in operating office machines and in computer use, including Word, Excel, Access, and PowerPoint.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. A resume may be submitted with the application but not in lieu of.
- All applicable documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. Application packets may be sent to one of the following:
 1. POLemployment@lagunatribe.org;
 2. stapia@lagunatribe.org;
 3. mailed to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 4. delivered to the Human Resources Office, 1 Industrial Parkway Loop; Mesita, NM
- For more information, contact Sue Tapia, HR Generalist, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES