



PUEBLO DE SAN ILDEFONSO  
Human Resources Office  
02 Tunyo Po  
Santa Fe, NM 87506

## POSITION DESCRIPTION

**POSITION:** Receptionist  
**SALARY:** DOE

**LOCATION:** San Ildefonso Pueblo  
**REPORTS TO:** Governor

### Job Summary

The Receptionist will provide front office management to the Pueblo of San Ildefonso Governor's Office. Duties include greeting visitors, answering telephones, disturbing mail, and other clerical functions. The Receptionist will serve as a back-up to the Governor's Executive Assistant when necessary.

### Supervision and Guidelines

Work performed is under the supervision of the Governor's Executive Assistant. Guidelines include Pueblo de San Ildefonso policies and procedures and supervisory and administrative instructions and directives.

### Essential Duties and Responsibility:

Assists the Governor's Executive Assistant in all office management functions associated with the Governor's office of the Pueblo of San Ildefonso including typing and dissemination of correspondence.

Greets visitors and notifies staff of their visitor's arrival.

Answers telephones and provides the caller information, redirects their calls and/or takes messages.

Sorts incoming and outgoing mail; faxes; and other correspondence.

Notifies staff of incoming faxes, deliveries of packages, FedEx, and UPS.

Schedules main conference room.

Schedules daily use of Admin vehicles; maintains list of eligible drivers.

Maintains administrative equipment and records. Includes administrative copier, postage machine, administrative fax, and telephone system.

Oversees maintenance of kitchen area, conference room, stocks supplies, and notifies appropriate individuals of problems.

Performs other duties as assigned.

#### Work Environment

Work is performed in an office setting. Some travel may be required.

#### Minimum Qualifications

High School graduate or equivalent (GED). Two (2) years' experience in office setting. Ability to use computer technology and various software programs, especially MS Windows, Word, Excel, and PowerPoint. Effective oral and written communication skills and ability to work as a team member. Excellent spelling, punctuation, and grammar skills. Excellent public relations and professional courtesy skills. Ability to follow through on directions to completion of tasks. Ability to work effectively under pressure, in times of deadline. Possession of valid driver's license and insurable under the Tribal liability policy.