

Title: Administrative Assistant/Receptionist

Type of Position: Non-exempt

Reports to: Village Clerk

Education/Experience:

- High school diploma or high school equivalency credential, such as the General Educational Development (GED) test or High School Equivalency Test (HiSET).
- Three (3) or more years of administrative and/or office work experience.
- Work experience requirement can be waived if applicant holds an associates or bachelor's degree

Additional Requirements:

- Possession of a valid New Mexico Driver's License with good driving record.
- Technological literacy.
- Familiarity with general office machines.
- Experience answering a multi-line telephone system preferred.

Major Tasks and Responsibilities:

- Answer telephone and provide customer service to callers.
- Greet and assist individuals who visit the Village Hall.
- Must have good interpersonal and communication skills.
- Provide backup assistance to Water Utility Administrative Assistant collecting water payments.
- Provide backup assistance to Finance Administrative Assistant collecting general payments.
- Conduct document retention assessments and prepare shredding indexes for Governing Body review and in scanning documents into Laserfiche.
- Prepare packets for Village Council and Planning and Zoning meetings.
- Prepare Record of Proceeding Minutes and approved Resolutions and Ordinances for signature by the Mayor and members of the Governing Body.
- Follow up with Councilors to obtain signatures on monthly financials.
- Scan documents into Laserfiche and file original documents.
- Prepare and clean up Council Chambers for Council and Planning and Zoning Meetings.
- Prepare mass mailings.
- Other general office duties as assigned by Village Clerk and Deputy Village Clerk.