

## RECEPTIONIST

The City of Carlsbad is accepting applications for a part-time Receptionist working 4.5 hours per day, Monday - Friday. Performs a variety of reception and clerical support duties for the City of Carlsbad.

Answers switchboard and directs calls to appropriate department and/or staff members. Provides general information to the public. Prepares outgoing mail and affixes appropriate postage using postage machine for delivery to Post Office. Sorts and routes mail to appropriate department.

Photocopies appropriate information at the request of staff. Provides general clerical support to Financial Administration Department. Maintains photocopier and postage machine logs.

Knowledge of general office practices and procedures. Knowledge of formats used for a variety of correspondence and reports. Knowledge of the staff and services provided by the City.

Ability to follow oral and written instructions, policies and procedures. Ability to establish and maintain effective working relationships with other staff and the public.

Skill in operating a variety of office equipment including photocopiers, postage machines, calculators, computers and typewriters.

Must have a high school diploma or GED and six months experience performing a variety of office support tasks. Completion of a post-high school course/program in Office Practices, General Business, or closely related area may substitute for the required experience.

Must have an excellent work history to include dependability and stability. In addition to an excellent benefit package, starting hourly pay will be \$19.01. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno, or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to [hr@cityofcarlsbadnm.com](mailto:hr@cityofcarlsbadnm.com). Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Deadline for applications is 5:00 p.m. on February 26, 2024.

EOE M/F/V/D

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