



JOB ANNOUNCEMENT ***General Public Vacancy***

OPEN DATE: March 17, 2025

CLOSE DATE: Until Filled

JOB TITLE: Receptionist (TEMP) (SEP)

PAY RATE: \$12.00/hour

DIVISION: Senior Center

JOB SUMMARY:

Performs under the direct supervision of the Senior Center Manager, Community Services Director, or designee. This is a position involving the dissemination of public information to associates and/or the general public via telephone or in person. Is considered the central information desk of the assigned Senior Center and work includes the greeting of visitors and providing information and directions depending on needs, answering of telephone and distribution of calls to various Senior Center offices. The Receptionist is responsible for tracking of visitors via sign in sheets. Assess seniors as needed. The Receptionist is required to perform some clerical functions for the department as necessary.

DUTIES AND RESPONSIBILITIES:

- Greets the general public in a polite and welcoming manner; and provides information and directions regarding the Senior Center program and schedule.
- Answers incoming telephone calls and connects calls to various offices; takes and disseminates messages as appropriate.
- Assess eligible seniors for the Congregate and Tai Chi Programs at the Las Vegas Meal Site per AAA policy.
- Re-evaluate existing Congregate and Tai Chi recipients as per AAA.
- Responsible for maintaining any/all checklists and logs associated with the position.
- Provides exemplary customer service to Senior Center participants, employees, management and the general public.
- Assists in carrying out publicity activities to promote Senior Citizen services and generate community support.
- Communicate with Assessment Coordinator regarding the status of assessments completed to assure seniors are listed on the sign up rosters as per AAA Policy.
- Communicate with drivers regarding any telephone correspondence that may affect the home delivery routes.
- Cross-train with other facility positions, and fills in as necessary.
- Performs general clerical duties to include, but not limited to answering phones, recordkeeping, copying, faxing, mailing, typing and computer entry.
- Maintains a safe and sanitary work environment.
- May be required to train entry level or temporary personnel for relief duties.
- Performs other duties as required.

MINIMUM JOB REQUIREMENTS:

- High school diploma or general education degree (GED).

Receptionist (Temp) (SEP)

Page 1 of 2

- One (1) year actual experience in receptionist and/or clerical position; one (1) year of vocational, training in the clerical field may substitute one (1) of actual experience.

SPECIAL REQUIREMENTS:

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- Must meet income and age requirements set forth by the New Mexico Long Term and Aging.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to greet the public in a courteous and tactful manner and to disseminate information regarding the City and its functions.
- Ability to communicate effectively orally and in writing.
- Ability to type.
- Ability to speak English and Spanish.
- Ability to establish and maintain effective working relationships with associates and the public and exercise good judgment, courtesy and tact.
- Ability to supervise others when necessary and as assigned.
- Knowledge of modern clerical practices and procedures and knowledge in the application of good telephone techniques.

WORK ENVIRONMENT:

- Work is performed primarily in an office setting 99% of the time.
- Working surface is on an even, flat/hard and/or carpeted areas.
- May be required to work beyond the normal work day to complete assignments as directed by the Senior Center Manager.
- Mobile factors: walk 20%, climb steps 1%.
- Primary work position: stand 20%, sit 80%.
- Trunk: bends often.
- Arms: reaches, works with arms extended occasionally; carries 20 lbs. max. 25 feet occasionally; lifts from floor to waist, 20 lbs. max.
- Legs: bends, kneels, walks.
- Hands: gross dexterity, grasp/manipulate, bilateral coordination, eye/hand coordination.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

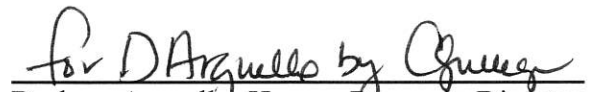
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director