



Rio Arriba County **VACANCY NOTICE**

JOB TITLE:**FINANCE V****Department:****Finance Department****Division:****Receiving****Hourly:****\$17.56****Position Status:****Full-Time****FLSA Status:****Classified****Closing Date:****Until Filled**

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

The Receiving Clerk assists with maintaining the Receiving Department and with the receipt, inventory and distribution of supplies and equipment. The position also expedites incoming and outgoing interoffice and U.S. Mail for Rio Arriba County and all satellite facilities. The goal of the Receiving Department is to unload, check, and store inventory efficiently and accurately, and to make sure all inventory is accounted for.

Essential Job Functions:

- Assist in maintaining a clean, efficient, and effective store room operation by following procedures to receive, unpack, inventory, store (as necessary) account for and issue all shipments of supplies and equipment.
- Receive, organize, and sort all incoming mail and other items, including freight from delivery services, interoffice mail, for distribution to all departments, faculty, administrative offices, and other facilities. This includes assisting with unloading delivery trucks.
- Directly output of daily mail distribution for all departments
- Verify packing slip and received goods, reconcile to original purchase order, and when there is a discrepancy, coordinate with purchaser regarding acceptance of order.
- Assist with filling supply requests and inventory, stock and equipment.
- Serve as an information resource for county personnel regarding effective methods and requirements of mailing such as comparable services, costs, and delivery time.
- Promote and adhere to all recognized safety practices and standards
- Work collaboratively with various departments
- Provide service excellence through courteous, informed, accessible, and professional engagement.
- Payroll/Accounts Payable checks distribution

Knowledge / Skills:

- High attention to detail and organization
- Enter data into the County's financial system
- Excellent written and verbal communication skills
- Proficiency with financial software
- Intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, Outlook, and the ability to operate other standard office equipment including telephones, copiers, calculators, etc., is required;
- Knowledge of methods used to tactfully deal with the public;
- Ability to handle confidential information;
- Ability to read, write, communicate orally, listen, follow, and give verbal and/or written directions in English;
- Principles and practices of effective time management
- Must be a self-motivated and goal oriented individual;
- Ability to make decisions using sound judgment and reasoning ability;
- Ability to multi-task and adjust priorities rapidly; work under stressful conditions, situations, and personalities;
- Ability to work either independently or collaboratively as needed

Minimum Qualifications

- High School Diploma or GED certificate;
- Valid New Mexico Driver's License with an acceptable driving record
- Successful completion of thorough background investigation
- Must not have been convicted of a felony

Recommended Qualifications:

- Two (2) years 'experience in warehouse or receiving;
- Experience time will be considered on an individual basis

Preferred Qualifications:

- Five (5) years' experience in warehouse or receiving
- Certification in safety
- Successful completion of thorough background investigation

Working Conditions:

- Job duties are performed indoors/and or outdoors
- Work hazards, or potential work hazards, include the climbing and descending of staircases.
- Duties require only limited supervision and employee is required to exercise some initiative in completing assignments.
- Employee may be exposed to lifting, walking, climbing, carrying, stooping and various hazards such as heights, icy surfaces, dust, etc.
- Employee is subject to hazards of operating a motor vehicle.
- Employee may be required to travel within the county.
- Employee may be required to take some job related courses.
- Employee must regularly lift and/or move up to thirty (30) pounds and occasionally lift and/or move up to forty (40) pounds with the assistance of another county employee

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Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and or move up to 30 pounds. If an item is above 40 pounds, lifting shall be done by two or more County staff members.

Employment Requirements:

Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within thirty (30) days of date of hire as a condition of continued employment.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org