



IVGID Job Announcement (Part-Time)

IVGID is currently accepting applications for a **Receptionist/Sr. Administrative Clerk – Human Resources**. This is a part time, year round, hourly (non-exempt) position with the Human Resources team. The position will maintain a regular Monday – Friday work schedule totaling of 25 – 30 hours per week.

Compensation: Rate \$26.62-\$32.00/hour, DOE

How to Apply: Create a profile & submit an online application at www.yourtahoeplace.com/jobs or in-person to Human Resources at 893 Southwood Blvd, Incline Village, NV 89451.
Regular Hours: M-TH, 8am – 5pm/FRI, 8am – 4pm (PST). jobs@ivgid.org 775-832-1100

Deadline Open Until Filled
To Apply: *We are an Equal Opportunity Employer*

Date Posted: 06/17/26

SUMMARY

Provides general administrative, technical and clerical support for IVGID Human Resources and Administrative operations including, phone, in person and digital inquiries, data input and reporting, general office and special project assistance by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent service to customers and business partners.
2. Assists with day-to-day Human Resources (HR) operations by promptly responding to in person, phone and email inquiries on District activities and services from customers, applicants and employees. Is well versed on District operations and provides accurate information and/or routes to appropriate person or location.
3. Routes outgoing and incoming mail and messages. Maintains necessary office supplies and may assist with ordering and pick-up of supplies.
4. Accepts payments for District utility services and provides backup for Public Works phones on request.
5. Accurately processes personnel action notices (PAN) into HRIS computer system, ID verification using E-Verify system and inputting employee/dependent recreation pass information to maintain accurate active and inactive records.
6. Creates and maintains adequate supply of hiring and training packets and related forms; assists employees with paperwork completion and filing of documents.
7. Assists with forwarding applications and maintaining accurate and up-to-date data for applicant tracking.
8. Assists in compiling data for a variety of HR related reports including annual evaluations, fingerprinting, Sheriff Cards, Alcohol Awareness Cards, applicant information and employee directory information.
9. Maintains storage and retention compliance for active, inactive and archived personnel files, active and inactive I-9 files and additional HR records.
10. Assists with coordinating and scheduling employee meetings, trainings and related activities via email and outlook calendar as requested.
11. Follows applicable safety rules and guidelines, keeping the lobby and reception area in order.
12. Demonstrates reliable attendance and consistently adheres to assigned work schedule.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and four years of progressive general administrative and customer service experience utilizing working knowledge of general office operations; or equivalent combination of education and experience. Prior HR experience a plus.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to create routine documents and correspondence with minimal supervision and errors, and sort material both alphabetically and numerically. Ability to speak effectively and listen carefully to customers, employees and the general public. The duties and responsibilities of this position necessitate the use of social media for District business purposes.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Demonstrate good decision making processes based on experience, logical thinking and input from other information sources and people.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Excellent organizational, administrative, communication and customer service skills; strong computer and math proficiency for HRIS and Microsoft Office applications; accurate/proficient keying skills. Ability to deal effectively and courteously with the public and all levels of employees. Ability to handle multiple phone lines and prioritize work to meet schedules and deadlines. Detail oriented with the ability to maintain confidential information. Ability to present a composed and friendly presence when dealing with irate customers. Deal with changing circumstances in a positive manner; ability to work under pressure of deadlines and work independently and with teams.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, sit for long periods of time, and reach with hands and arms. The employee is occasionally required to walk, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals and the risk of electrical shock. The noise level in the work environment is usually moderate and there are constant interruptions.