



719-256-4313 (Office)

719-429-8298 (Direct)

719-256-4742 (Fax)

Job Title: Front Desk/Office Assistant

Location: Town of Crestone, CO

Supervised by: Town Clerk

Position Summary:

The Town of Crestone is seeking a friendly, organized, and reliable Front Desk/Office Assistant to provide excellent customer service and administrative support. This position will serve as the first point of contact for visitors and phone inquiries, assist with office operations, maintain records, and support staff with daily administrative tasks. The ideal candidate will have strong communication skills, attention to detail, and a professional, approachable demeanor.

Essential Duties and Responsibilities:

- Greet and assist visitors, residents, and contractors in person and by phone.
- Maintain and organize office records, files, and databases.
- Assist with scheduling appointments, meetings, and town events.
- Support staff with clerical tasks including data entry, correspondence, and document preparation.
- Process payments, applications, and forms as directed.
- Perform other duties as assigned to support efficient office operations.

Required Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to interact professionally with diverse individuals and groups.
- Proficiency with Microsoft Office or similar software.
- Ability to handle multiple tasks and prioritize effectively.
- Professionalism, discretion, and ability to maintain confidentiality.

Required Education, Training, and Experience:

- High school diploma or GED required; additional office or administrative training preferred.
- Previous experience in an administrative, customer service, or office environment preferred.
- Any equivalent combination of education and experience demonstrating the knowledge, skills, and abilities to perform the duties effectively.

Application Instructions:

Applications are available at Town Hall during normal business hours or online at

www.townofcrestone.gov.

The Town of Crestone is an Equal Opportunity Employer. We are committed to creating a diverse and inclusive workforce and consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other legally protected status.

All employment decisions, including hiring, promotion, compensation, and termination, are made without discrimination and are based on the qualifications, skills, and experience of the individual. The Town of Crestone encourages individuals from all backgrounds to apply.