



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 142-20

OPENING DATE: 09/11/2020

CLOSING DATE: 09/17/2020

POSTED: WITHIN ONLY

POSITION: Administrative Assistant III
PAY GRADE: NE5 (\$15.97/hr. - \$21.56/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
REPORTS TO: Director, Public Works
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Contributes to the efficient daily operation of the Public Works Department by performing a variety of secretarial and administrative duties. Maintains professionalism in all interactions with internal and external customers.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Edits and reviews all correspondence and documents for correct grammar, punctuation, and spelling.
- Conducts research to resolve operational questions or issues.
- Schedules department events and activities; manages departmental or department manager's calendar.
- Attends meetings and takes notes and minutes as requested documenting action items and decisions.
- Prepares service receipts for customers' payments at Treasury.
- Arranges travel, prepares and submits travel-related documents; maintains travel information as necessary.
- Maintains employee timekeeping records; ensures leave forms are completed and submitted in a timely manner.

- Prepares purchase and payment requisitions and other pertinent paperwork for processing payments; maintains financial records.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, ensuring professional telephone etiquette.
- Screens incoming calls and correspondence; exercises judgment and responds accordingly; receives, sorts, logs, and routes mail.
- Greets internal and external customers and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
- Works with other staff members on the scheduling of events and activities.
- Establishes and maintains an effective filing and retrieval system of departmental communication and information.
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
- Photocopies, collates, distributes, and files documents.
- Transmits outgoing faxes, and retrieves, logs, and distributes incoming faxes.
- Maintains inventory of office supplies.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Five years related administrative experience.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Ability to work independently with minimal supervision.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.