



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 047-22

OPENING DATE: 03/29/2022

CLOSING DATE: Open Until Filled

POSITION: Administrative Assistant I
PAY GRADE: NE3 (\$13.20/hr. - \$17.82/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Parks & Recreation
REPORTS TO: Administrative Assistant III
BACKGROUND LEVEL: Child/Elder

POSTED: IN/OUT

JOB PURPOSE: Supplies information regarding the organization and services to the general public (i.e. resource materials), clients and vendors by phone, person-to-person, or using various forms of technologies. Supports Parks & Recreation Department operations by maintaining office systems; financial, procurement, payroll, inventory and ordering of office supplies. Provides clerical and general office support to the Parks & Recreation Department. Promotes the consistent use of office systems by making forms, instructions, guidelines available to staff and/or clientele.

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:

- Welcomes on-site visitors, determines nature of business, directs visitors to appropriate destination, and announces visitors to appropriate personnel.
- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
- Reports service changes for Home Delivered Meals to appropriate personnel in a timely manner.
- Maintains all mailing lists for mass mailing.
- Sorts incoming mail and ensures that outgoing mail is delivered in a timely manner.
- Maintains employee daily attendance tracking log for safety and emergency purposes.

- Accounts for the safety of all building occupants by carrying the visitor sign-in log and employee attendance log in the event of a fire or fire drill.
- Documents and reports customer dissatisfaction.
- Reports any unusual behaviors from clients and/or visitors.
- Serves as the primary lead and addresses queries on Procurement, Accounts Payable, Travel and Payroll.
- Attends Administration Planning and Management Team meetings to obtain office support assignments.
- Promotes consistent use of office systems by making forms, instructions and guidelines available to staff.
- Serves as a team member along with the Office Manager to track fundraising accounts for safe keeping purposes.
- Receives, sorts, and routes mail, and maintains Home Delivered Meal route publications.
- Monitors, maintains and makes repair arrangements for office equipment.
- Sends and retrieves faxes electronically.
- Monitor, performs inventory and places office supply orders.
- Stocks, organizes and promotes use of the resource room and front lobby area.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Assign and monitor clerical functions to seasonal interns.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Six months related experience.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Must be willing to promote a safe and healthy work environment.
- Strong organizational and planning skills in a fast pace environment.
- Ability to exercise independent judgment.
- Knowledge of proper English, spelling, grammar, punctuation, and basic math.
- Knowledge of the purpose for office functions, procedures, and policies.
- Knowledge of data entry techniques and practices.
- Ability to adapt to various word-processing, spreadsheets, and database software programs.
- Knowledge of internet research methods.
- Ability to effectively interact with elders.
- Ability to listen and communicate professionally, verbally and in writing.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

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.