



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

POSTING NO: 119-22

OPENING DATE: 08/12/2022

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Administrative Assistant I
PAY GRADE: NE3 (\$13.20/hr. - \$17.82/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI
DEPARTMENT: Department of Education
REPORTS TO: Executive Director, Education
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Contributes to the efficient daily operation of the Department of Education 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:

- 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.
- Obtains price quotes for events and educational material; prepares purchase requisitions for purchases; Assists the Administrative Assistant III in maintaining financial records for programs.
- Arranges travel, prepares and submits travel-related documents; maintains travel information as necessary for staff and Indian Education Committee members as well as the Higher Education Board.
- Establishes and maintains an effective filing and retrieval system; keeps documented reports of program activities.

- Maintains an accurate and confidential database of students in a secure location.
- Distributes Indian Education Committee information to students, parents and school staff.
- Schedules events and activities; manages the DOE calendar of all events and activities.
- Participates in eligible schools open house, family activity nights, and other events that the schools may host.
- Communicates with parents via email, phone calls to ensure that students are receiving valuable information.
- Chaperones and acts as a driver for Department of Education learning events.
- Creates and distributes flyers for Department of Education events and educational trips; laminates posters and posts on bill boards within the community.
- Assists in preparing for Department of Education Events, experiential learning opportunities, school events, and parent meetings.
- Works with the Indian Education Committee and Higher Education Board to schedule meetings, provides financial reports.
- Organize and compile materials for Department of Education meetings as requested; attends meetings or staff meetings and takes notes and minutes as requested documenting action items and decisions when required.
- Assist the Administrative Assistant III with payroll records for department employees.
- 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.
- 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.
- Provides support with summer program and activities.
- Attends conferences, workshops, and/or professional development training as recommended.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- One year related experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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:

- 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.

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.
- Offsite work performance is required as well as evening and weekends.
- Noise level is usually minimal.

PREFERENCE:

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