



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 033-24

OPENING DATE: 03/11/2024

CLOSING DATE: 03/25/2024

POSTED: IN/OUT

POSITION: Administrative Assistant II
PAY GRADE: NE5 (\$20.65/hr. - \$27.88/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Elder Center
REPORTS TO: Business Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Contributes to the efficient daily operation of department by performing a variety of administrative duties.

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:

- Maintains and promotes professionalism in all interactions within the department and when interacting with clients/elders, visitors from within the community and external visitors.
- Promotes consistency in office operations by establishing efficient processes for various office routines (mail, correspondence, communications, workroom organization, etc.)
- 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.
- Attends meetings to document proceedings underscoring decisions and action items for follow through.

- Monitors incoming/outgoing signature items and ensures their return or forwards to appropriate department.
- Conducts research to resolve operational needs, questions or issues.
- Develops shared activity calendars for planning purposes and to prevent overbooking.
- Arranges travel, prepares and submits travel requests, and maintains travel documentation.
- Prepares and submits purchase and payment requisitions with supportive documentation; and maintains financial records to provide ongoing program budget balances.
- Establish and maintain processes, systems and submissions for payroll; to include timesheet files and records for program audits.
- Coordinates and organizes special projects through the Management or Admin. Team.
- Ensures that staff practice professional telephone etiquette consistently.
- Establish and maintain a system to collect client/visitor dissatisfaction and report incidents at monthly management team meetings.
- Exercises judgment and responds accordingly; receives sorts, logs, and routes mail.
- Ensures that staff receive clients, customers and visitors courteously; determines nature of business and announces them to appropriate personnel in a professional manner.
- Provides program support in scheduling and implementing events and activities.
- Maintains various types of client listings for service planning and promotional mailing.
- Takes lead in the annual Arts and Crafts Fair (e.g. vendors, written plans and assignments, and project timeline).
- Maintains vendor listing for all areas of suppliers (food, janitorial, office supplies, program materials, equipment, etc.).
- Establishes and maintains an effective filing, retrieval and archive system of departmental documents per grant requirements.
- Trains staff on office machines, equipment, and computers.
- Performs general maintenance and coordinates repair of all office equipment.
- Transmits outgoing faxes (e.g. retrieves, logs and distributes).
- Assists in Advisory Committee elections and provides administrative support to the Committee Chair.
- Serves as a co-manager of safekeeping accounts.
- Maintains inventory and orders office supplies.
- Monitors department wide to ensure highest levels of confidentiality.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED required.
- Three years' related work 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:

- Must be willing to promote a safe and healthy workplace.
- Skill in treating clients, staff, internal and external customers with tact, courtesy, and respect.
- Strong organizational and planning skills in a fast pace environment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise sound judgement.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Ability to interact and maintain good working relationships with elders and individuals of varying social and cultural backgrounds.
- 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.