



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

**POSTING NO: 034-24**

**OPENING DATE: 03/11/2024**

**CLOSING DATE: 03/25/2024**

**POSTED: IN/OUT**

**POSITION:** Administrative Assistant III  
**PAY GRADE:** NE6 (\$22.73/hr. - \$30.69/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Natural Resources  
**REPORTS TO:** Natural Resources Director  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Contributes to the efficient daily operation of Natural Resources 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.
- Issues burn and wood permits.
- Conducts research to resolve operational questions or issues.
- Schedules department events and activities; manages departmental or manager's calendar.
- Attends meetings and takes notes and minutes as requested documenting action items and decisions.

- Arranges travel, prepares and submits travel-related documents; maintains travel information as necessary.
- Monitors and tracks departmental budgets; prepares reports as requested.
- Prepares purchase and payment requisitions and other pertinent paperwork for processing payments; maintains financial records.
- Collects timesheets and leave information for data input, review, and approval by Director.
- Coordinates all daily work orders in conjunction with the Natural Resources Director, Program Managers and Staff Supervisors.
- Processes work order requests from community; communicates with customers who require work orders to insure completeness, clarity, and understanding of services requested.
- Collects, gathers, and downloads technical data from GIS, Excel, Project, and GPS mapping systems or programs for review by the Natural Resources Director.
- 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 and picks up supplies from vendors.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Five years related administrative experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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. Must have fingerprinting completed prior to employment.

**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.
- 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.