



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

**POSTING NO: 043-24**

**OPENING DATE: 03/27/2024**

**CLOSING DATE: 04/12/2024**

**POSTED: IN/OUT**

**POSITION:** HR Assistant  
**PAY GRADE:** NE4 (\$18.78/hr. - \$25.35/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** Director, Human Resources  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Serves as a point of contact within the Human Resources office for all HR-related inquiries. Performs clerical and general office duties, provides administrative support to the Human Resources department

*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 visitors, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate HR staff member ensuring professional telephone etiquette.
- Answers general employee inquiries about HR-related issues; resolves basic issues as appropriate. Refers other issues to appropriate HR personnel for resolution.
- Receives, sorts, and routes mail, and maintains and routes publications.
- Retrieves, logs and distributes incoming faxes daily.
- Supports in creating files, organizes, and maintains personnel records.
- Prepares and assembles HR documents (e.g. recruitment, background, benefit, and new hire packets).

- Prepares invoices for payment, prepares purchase requisitions to create purchase orders.
- Maintains phone system, copier, and other office equipment; maintains equipment inventories and evaluates new equipment and techniques.
- Orders, receives, and maintains office supplies as needed.
- Helps coordinate department events and activities.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Two years of administrative support or related experience.
- Must be able to obtain a Notary License.
- 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 tribal and traditional forms of government and Pueblo customs and traditions.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of filing and records management.
- Skill in using Microsoft Office applications such as Outlook, Word, Excel, and PowerPoint.
- Skill in writing grammatically correct routine business correspondence.
- Ability to demonstrate attention to detail and accuracy.
- Ability to maintain confidentiality and handle highly sensitive and personal information with sound judgment, tact, and discretion.
- Ability to research and interpret policy.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds, and to treat visitors and employees with tact and courtesy.
- Ability to work as part of a team and collaborate with colleagues.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines; ability to organize and prioritize work activities; uses time efficiently.
- Ability to deal with frequent change, delays or unexpected events.
- 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.