



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 032-25

OPENING DATE: 03/07/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Data Clerk/Administrative
Assistant III
PAY GRADE: NE5 (\$20.65/hr. - \$27.88/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time-Temporary
FUNDING SOURCE: POI Funded
DEPARTMENT: Transportation Services
REPORTS TO: Transportation Services Division Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: In support of the Shop, Motor Pool and Roadway Maintenance Programs the purpose of this job is to: Perform data entry, verification and editing; Generate various reports on data entered; Create and maintain filing systems, reporting and data tracking systems; Track parts and materials inventories and ensure the consistent availability of resources; Contribute to efficient daily program operations by performing a variety of secretarial and administrative duties as assigned; Maintain professionalism in all interactions with internal and external customers and employees.

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 under other duties as assigned.

JOB DUTIES:

- Maintains the Information System for the department.
- Receives and files associated paperwork appropriately.
- Verifies data input to ensure accuracy of completed work; scans and edits for errors during processing.
- Cross references data to ensure accuracy and completeness; recognizes problems in source documents.

- Inputs and retrieves alphabetical and numerical information in prescribed format, utilizing knowledge of various computer software packages.
- Creates, maintains, and purges specified files and logs as required; makes individual and/or mass corrections, modifications, and/or updates to files, as appropriate.
- Provides data tracking, program monitoring, and program reports.
- Acts as point of contact for management information systems issues.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel, division or department, ensuring professional telephone etiquette. Ensures front desk is covered at all times.
- 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.
- Sets up and maintains an effective filing and retrieval system, for all programs.
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
- Photocopies, collates, distributes, and files documents.
- Maintains confidentiality with sensitive information.
- Transmits outgoing faxes, and retrieves, logs, and distributes incoming faxes.
- Maintains inventory of office/shop supplies and orders supplies as needed.
- Assists in community service projects as directed.
- Attends and participates in meetings, trainings, and appropriate professional development activities.
- Runs errands for the staff as requested.
- Ensures the front office/lobby area is maintained and presentable at all times.
- Reviews travel paperwork to ensure signatures and accurate and necessary information; upon approval makes travel arrangements and issues confirmation to employee; submits paperwork to Treasurer for per diem and payment.
- Conducts research to resolve operational questions or issues.
- Arranges travel, prepares and submits travel-related documents; maintains travel information as necessary.
- Prepares and submits purchases 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.
- Provides program support in scheduling and implementing events and activities.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED required.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligible insurance.
- Five year administrative and computer data entry experience.
- Experience with Microsoft Office products and data systems.
- Must pass background check for position.

- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of standard office practices and procedures.
- Knowledge of data entry and computer software.
- Knowledge of document retention.
- 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 collect and analyze information and develop statistical analysis and reports or data.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to enter data information quickly, accurately, and with attention to detail.
- Ability to gather data, compile information, and prepare reports.
- Ability to verify data input and correct errors.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to handle multiple tasks and meet deadlines.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to work flexible hours including occasional weekends.

PHYSICAL DEMANDS:

- Must be able to sit for up to 6 hours per day in an office setting working on the computer.
- Requires extensive repetitive use of hands and arms to use keyboard, and office machines.
- Talk, hear and 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.
- Travel may be required.
- Noise levels will vary.

PREFERENCE:

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