



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

**POSTING NO: 115001-26**

**OPENING DATE: 03/16/2026**

**CLOSING DATE: 06/14/2026**

**POSTED: IN/OUT**

**POSITION:** Administrative Assistant I  
**PAY GRADE:** NE4 (\$18.78/hr. - \$25.35/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Truancy  
**REPORTS TO:** Truancy Program Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Contributes to the efficient daily operation of the Truancy Department by performing a variety of secretarial and administrative duties in support of the Truancy Program Manager and Truancy Coordinator's. Maintains professionalism in all interactions with internal and external clientele.

*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, ensuring professional telephone etiquette.
- Screens incoming calls and correspondence; exercises judgment and responds accordingly; receives, sorts, logs, and routes and indexes mail.
- Greets internal and external clientele and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
- Arranges travel, prepares and submits travel-related documents, and maintains travel information as necessary.
- Prepares correspondence, reports, agendas, memos and other documents and communications from drafts, recordings, or verbal instruction as requested.

- Works with other staff members on the scheduling of events and activities.
- Establishes and maintains an effective filing and retrieval system.
- 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.
- Runs errands for the Manager as requested.
- Prepares purchase and payment requisitions and other pertinent paperwork for processing payments; maintains financial records.
- Assists in the coordination of school, tribal and community events.
- Maintains relationships with all Pueblo of Isleta Departments and educational departments outside the Pueblo of Isleta.
- Assists with bi-weekly time sheets.
- 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.
- 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.
- Noise level is usually minimal.

**PREFERENCE:**

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