



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-006
EDUCATION
ADMINISTRATIVE ASSISTANT**

Position Title:	Administrative Assistant	Pay Level:	\$13.47/Hourly - \$20.21/Hourly
Position Open Date:	01/19/2023 – Until Filled	Department:	Education
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	EC Program Manager	Location:	Early Childhood

POSITION SUMMARY:

Under direct supervision, supports the Pueblo of Jemez Early Childhood Education Program by carrying out all responsibilities, policies, and procedures that contribute to efficient office operations. Duties include clerical, secretarial, administrative support and office management. Responsible for the processing and maintenance of all correspondence, files, electronic and hard copy documents, purchase orders, and related work. As a key representative of the program, a respectful and professional manner is a prerequisite.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High School diploma or equivalent. Associate's degree preferred. Minimum of two (2) years' experience with the duties and responsibilities outlined. An equivalent combination of education and experience will be considered. Clerical, secretarial, administrative support and document management skills a must.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Towa Speaker
CPR & First Aide Certification within six (6) months of date of employment
Food Handlers Certification within six (6) months of date of employment
Blood borne Pathogens Certification within six (6) months of date of employment
HIPPA Training and Certification within first six (6) months of date of employment

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpueblo.org

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical fitness center setting, including assisting with proper use of fitness equipment, including standing, walking, climbing and working with people; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person and over a radio or telephone.

ESSENTIAL FUNCTIONS:

- Performs receptionist duties including answers the telephone; screens calls; forwards calls and/or takes complete messages; checks voicemail. Meets, greets and directs visitors
- Prepares outgoing mail, faxes, etc.; opens, examines for correctness and logs/accepts incoming mail, faxes, e-mails, etc. Performs other clerical functions
- Maintains a records management system, electronic and printed documents
- Responds to telephone and mail inquiries and provides information on the program and services
- Schedules appointments, meetings and maintains program calendar
- Prepares purchasing, travel, personnel, or related documents for approval(s)
- Composes, edits, and types routine correspondences, forms, requisitions, proposals, etc.
- Assists in preparation of reports, budgets, policies, procedures and other documents
- Assists in organizing and coordinating program related community events and conferences; creates flyers and/or newsletter articles
- Provides administrative and secretarial support for meetings
- Maintains office space. Assists in ordering, care, maintenance, and utilization of office equipment, computer equipment, office supplies, and inventories
- Enhance professional growth and development through participation in educational programs, meetings, and workshops
- Performs related duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of office management practices
- Knowledge of computers and MS Office Suite. Knowledge of sorting/filing techniques and recordkeeping practices to maintain accurate records
- Ability to communicate effectively, verbally and in writing
- Ability to maintain calendars and schedule appointments
- Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner
- Ability to plan, organize and reprioritize work to meet changing deadlines
- Must have the ability to adhere to confidentiality requirements
- Towa language
- Customer service

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org