



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-028
HEALTH & HUMAN SERVICES
TRANSPORTATION DEPARTMENT
ADMINISTRATIVE ASSISTANT

Position Title:	Administrative Assistant	Pay Level:	\$13.47 – \$20.21
Position Open Date:	4/22/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	JHHS Transportation
Supervisor:	Transportation Manager		

POSITION SUMMARY:

Responsible for providing varied secretarial and office administrative assistance to the Transportation Program Manager and related supervisory and professional staff.

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 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 General Equivalency Diploma (GED); AND four (4) years of office support and administrative experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

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 enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.

ESSENTIAL FUNCTIONS:

- Receives and screens visitors and telephone calls, providing factual information which may require the interpretation of policies and procedures; takes messages or refers the caller to the proper person.
- Assists with transportation services in support of Health & Human Services programs and activities.
- Coordinates with manager on staff(s) and client(s) daily and weekly schedules.
- Prepare and submit all staff timesheets to finance in a timely manner.
- Oversees a variant of office administrative duties such as employee schedules, preparing purchase orders requisitions, voucher payables, and verification of purchases. Arrangement of equipment and building repairs.
- Responds to Transportation Requests in a timely manner.
- Attends to a variety of office administrative details, such as travel, meeting and conference arrangements, equipment purchases and repair.
- Prepares staff meeting minutes, initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff. Reviews finished materials for completeness, accuracy and format, compliance with policies and procedures, and appropriate language usage.
- Organizes, maintains, and updates various office files including vendor, financial, client, etc., Prepares and type correspondence from drafts, notes or brief instructions and purges documents as necessary.
- Follows up on projects, transmits information, and keeps informed of assignments.
- Schedules and arranges for meetings; organizes assignments, sets priorities, and meets critical deadlines.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Works closely with program manager in all areas of the program.
- Collaborates with other JHHS programs on vehicle usage and leased program vehicles.
- Occasionally required to drive: All Routes.
- Other programmatic duties as assigned.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Standard office administrative and secretarial practice and procedures, including filing and business letter writing.
- Operation of common office equipment and computer software including Microix.
- Policies and procedures related to the unit to which assigned.
- Correct English usages, including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Record keeping principles and practices.
- Customer service and public relations methods and practices.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Providing varied office assistance to management, supervisory and professional staff.
- Delegating tasks and duties. Can deal with constant unforeseen changes.
- Organizing, maintaining, and researching office files, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Using tact, discretion, initiative, and independent judgment with established guidelines.
- Composing correspondence independently or from brief instructions.
- Organizing and maintaining accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment and computer software.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Providing customer services in the most cost effective and efficient manner.
- Using software applications related to assigned functions.
- Communicate effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024