



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-092
JEMEZ TRIBAL NETWORK
ADMINISTRATIVE ASSISTANT

Position Title:	Administrative Assistant	Pay Level:	\$18.52 – \$27.78
Position Open Date:	12/13/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Jemez Tribal Network
Supervisor:	Project Director		

POSITION SUMMARY:

Responsible for providing varied secretarial and office administrative assistance to the Broadband Project Director, related Supervisory/Professional staff and overall JNET staff. Responsible for maintaining effective communication amongst all JNET employees, Jemez IT Collaboration and professional customer service displayed at all times with community members, customers, and the public at large.

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 experience with office support, administrative duties, and budget management. Fluent Jemez speaker preferred.

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 or stand for extended periods of time; agility to perform some physical labor, including standing, walking, climbing; strength to lift and maneuver materials and equipment weighing up to 40 pounds, with proper equipment when needed; vision to read printed materials, a computer screen, hearing and speech to communicate over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Receives & screens visitors/telephone calls, provides factual information-interpreting policies & procedures; takes messages or refers caller to the proper person.
- Researches and compiles variety of informational materials from sources both inside and outside the office; summarizes such information as directed.
- Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required.
- Composes drafts & finished documents from notes, brief instructions, or prior materials; inputs and retrieves data or prepares using an on-line or personal computer system.
- Attends to a variety of office administrative details, such as travel, meeting and conference arrangements, equipment purchase & repair and personnel documents.
- May attend meetings and prepare minutes as required; initiates specified correspondence independently for signature by appropriate management, supervisory or professional staff; reviews finished materials for completeness, accuracy, format, compliance with policies & procedures, and appropriate language.
- Organizes & maintains office files, including personnel, purges files as required.
- Follows up on projects, transmits information, and keeps informed of dept. activities.
- Schedules and arranges for meetings; organizes own work, sets priorities, and meets critical deadlines.
- Contributes to the overall quality of JNET by coordinating work teams, reviewing, recommending, and implementing improved policies and procedures.
- Assist staff with maintaining customer database, outreach, promotion, and enrollment in JNET services.
- Support Management team with determination of billing system, training, integration, and transition when approval granted.
- Support Director with scheduling, set up and preparation for the JNET Corporation Board Meetings, Retreats and Work Sessions, etc.
- 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 practices and procedures, including filing and business letter writing.
- Operation of common equipment: computer, internet & new technologies.
- Policies and procedures related to position and the Jemez Tribal Network.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Budgeting, budgeting software and setting up/maintaining budgets.
- Record keeping, records management principles and practices.
- Customer service and public relations methods and practices.
- Computer software & applications related to assigned duties and activities.
- Safety principles, practices, and equipment related to the work.
- 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 secretarial and office administrative assistance to management, supervisory, and professional staff.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimal direction.
- Using tact, discretion, initiative, & 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.
- Contributing effectively to the accomplishment of 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.
- Understanding and following oral and written directions.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with all.

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