



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-007
JEMEZ HEALTH & HUMAN SERVICES
TRIBAL ENROLLMENT
ADMINISTRATIVE ASSISTANT

Position Title: Administrative Assistant
Position Open Date: 2/10/2026-Until Filled
Position Status: Full-Time
Supervisor: Program Manager

Pay Level: \$17.09-\$25.63
Classification: Non-Exempt
Location: Tribal Enrollment

POSITION SUMMARY:

Responsible for providing varied secretarial and office administrative assistance to the department manager 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 over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Welcome on-site visitors, determines the nature of business and announces visitors to appropriate personnel. Answers questions about tribal enrollment and provide general information.
- Assists in the maintenance of records and compiles all tribal members and census information, including births, deaths, marriages, divorces, relinquishments, adoption, court orders and paternity documents.
- Distributes and explains application for enrollment process.
- Assists in research of family histories to establish proof of age, place of birth, parentage and tribal affiliation; to secure as permanent records for use by internal and external agencies.
- Opens and sorts mail and attaches pertinent backup materials; processes outgoing mail as required.
- Composes drafts and a wide variety of finished documents from notes, brief instructions, or prior materials; inputs and retrieves data or prepares reports.
- Attends to a variety of office administrative details, such as travel, meeting and conference arrangements, equipment purchase, repair, and personnel document preparation.
- 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, and format, compliance with policies and procedures, and appropriate language usage.
- Organizes and maintains various office files, including Tribal Enrollment files, concerning tribal membership and census. Purges and scan files as required.
- Follows up on projects, transmits information, and keeps informed of division activities.
- Schedules and arrange for tribal identification cards issuance, various types of daily services, meetings; organizes own work, sets priorities and meets critical deadlines.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Adheres to HIPAA when working with files with personal information and ensures confidentiality of records.
- 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 office equipment, including computer equipment.
- Policies and procedures related to the unit to which assigned.
- Correct English usage, 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 secretarial and office administrative assistance to management, supervisory and department staff.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Using tact, discretion, initiative and independent judgement 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, including computer equipment.
- Contributing effectively to the accomplishment of team or work goals, objectives and activities.
- Providing customer services in the most cost-effective and efficient manner.
- Perform well under pressure while meeting deadlines or problem-solving in challenging situations.
- 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@jemezpuablo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024