

# ***Human Resources Department Pueblo of Santo Domingo***



PO BOX 127

SANTO DOMINGO PUEBLO, NEW MEXICO 87052

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## **JOB ANNOUNCEMENT**

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**POSITION TITLE: Administrative Assistant**

**SALARY RANGE: \$10.00/HR**

**DEPARTMENT: Governor's Office**

**POSITION STATUS: Part time**

**SUPERVISOR: Beverly Quintana**

**FLSA STATUS: Non-Exempt**

**Open until filled.**

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### **GENERAL DESCRIPTION**

#### **BASIC PURPOSE**

Assists the Tribal Utilities Director in all daily administrative operations of the program. Serve as the communications liaison for the front office answering the telephone and directing incoming and outgoing calls. Dictates and produces letters generated from meetings. Assists the Director with correspondences, incoming and outgoing to the Tribal Utilities Department or other service providers. Route necessary accounts payable and invoices for the program to the Tribal Finance Office. Operate the copier, calculator, typewriter, computer and telephone. Records and maintains minutes for staff meetings.

#### **TYPICAL FUNCTIONS**

1. Responsible for setting up, keeping current, rotating and disposing filing system for general operations between accounting and the Tribal Utilities Department.
2. Responsible for establishing and maintaining the files; typing letters, reports, etc., collecting routine data from files as requested, notifying programs of changes in administrative or reporting procedures, etc.
3. Perform clerical duties such as typing, word processing, filing and copying, faxing and updating the Tribal Utilities bulletin board.
4. Prepare and submit by-weekly requisitions, expense vouchers and other documents needed for payment of invoices.
5. Must read and understand financial records and understand item codes for billing purposes.
6. Handle travel arrangements for staff to include airline, hotel, per diem and registrations.
7. Assist Managers in keeping track of all inventories, i.e., computer-related supplies, equipment, etc.
8. Perform other duties as assigned.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty:** All Pueblo of Santo Domingo employees must operate in an ethical manner by following all Pueblo of Santo Domingo policies and procedures relating to proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation:** All Pueblo of Santo Domingo employees must be able to develop a clear understanding of the Pueblos' needs and goals while maintaining clear communication with Director regarding meeting their expectations. Must follow through and respond to the Directors' requests and inform them of action taken in a courteous, professional manner.
- **Teamwork:** All Pueblo of Santo Domingo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Oral Communication:** Incumbents in this position must have the ability to communicate ideas, thoughts, and facts verbally. Must be able to speak using correct grammar, appropriate body language, proper tone and inflection, recognizing non-verbal cues, and respecting the audience to effectively communicate ideas.
- **Goal and Task Management:** Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Collect and Organize Information:** Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.

## **MINIMUM QUALIFICATIONS**

1. High School graduate with two (2) years of office experience, business courses in college or certification in Administrative Secretarial or Office management will be acceptable in lieu of experience.
2. Must possess a valid New Mexico Driver's License.
3. Should speak both Keres and English.
4. Should have some knowledge of accounts payables and accounts receivables.
5. Must be willing to work odd hours (occasionally).
6. Must be willing to train for advancement.
7. Must be willing to travel.
8. Must pass a background check.

## **HOW TO APPLY**

Please submit complete application packet.

- **By email:** SDTHumanResources@kewa-nsn.us, subject line: Administrative Assistant – [Your Name]
- **By mail:** Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- **By fax:** (505) 465-2043 Attn: Human Resources
- **In person:** Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- **Santo Domingo Tribe Employment Application (available at [santodomingotribe.org/careers](http://santodomingotribe.org/careers))**
- **Resume**
- **Cover letter**
- **Copies of relevant certifications, including trade skills, CPS, Food Handlers, etc.**