

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Administrative Assistant

SALARY RANGE: \$10-15/HR

DEPARTMENT: KHOP

POSITION STATUS: Non-Exempt

SUPERVISOR: Willard Coriz

JOB POSTING ID: KHOP-6182020

Open until filled- For best consideration apply by 06/26/2020

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbents in this position are responsible for document production and management through a variety of manual or technological processes. This may include preparing correspondence, reports or other documents, maintaining various filing systems, including computer records of various activities, reviewing and processing forms, assisting staff and students with inquiries or problems, processing various types of purchase orders and invoices for payment, and similar duties.

ESSENTIAL FUNCTIONS:

- Provide clerical support functions for the department to include minute taking, general typing, answering telephone, screening telephone calls, and taking messages.
- Produce documents of various levels of complexity, ranging from plain copy typing to the manipulation of data to create complex presentations.
- Examine, check, and verify reports and other documents for completeness, appropriateness, adequacy, and conformity to established requirements, and follow up on discrepancies.
- Maintain calendars and schedule meetings and appointments for supervisor and staff.
- Prepare purchase requisitions for department needs and maintain an inventory of equipment and supplies purchased.
- Perform a variety of sorting and filing tasks.
- Proficient in all MS Office software.
- Enter and retrieve information using personal computer or other data processing equipment; proof previously entered data and make routine corrections.
- Assist program staff with outreach and recruitment.
- Enter data from forms, records, reports, and/or other sources into a database (access, excel)
- Collect and review program applications.
- Create and maintain program files (student, participants).

- Assist program staff with youth/senior fitness activities and events
- Other duties as assigned.

REQUIRED COMPETENCIES

- **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.
- **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
- **Decisiveness**
Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Detail-Oriented**
Incumbent in this position must be detail-oriented to catch potential typos and grammatical errors with data entry tasks to ensure work is accurate and trustworthy.
- **Effort & Initiative**
Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- **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.
- **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 cash handling, and behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Interpersonal Skills (Working with Others)**
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **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.
- **Teaching Others**
Incumbent in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance, and coaching techniques.
- **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.
- **Vision**
Incumbent in this position must have the ability to gain an understanding of where an organization is headed considering internal and external trends and influences.

MINIMUM QUALIFICATIONS:

- High School Diploma, or equivalent, required; **AND** 2 year's clerical experience; or an equivalent combination of education and experience.
- Extended working hours, including weekends, may be required.
- Must be able to satisfactorily pass a background check.

- Must be fluent in the Keres language
- Computer literate
- Excellent oral and written communication skills
- Must possess a valid driver's license and be insurable through the Pueblo of Santo Domingo's liability plan.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **KHOP Administrative Assistant Application – [Your Name]**
- By mail: Santo Domingo Pueblo 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 Pueblo Employment Application
- Cover Letter
- Resume