

Human Resources Department Pueblo of Santo Domingo



PO BOX 310
SANTO DOMINGO PUEBLO, NEW MEXICO 87052

JOB ANNOUNCEMENT

POSITION TITLE: Administrative Assistant

SALARY RANGE: \$13-\$15/HR

DEPARTMENT: Family Services

POSITION STATUS: Full Time

PERIOD TO APPLY: 8/31-9/11

STATUS: Non-Exempt

SUPERVISOR: Doris Mina

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:

Perform general functions of an administrative assistant in support of program operation within the Family Services Department such as preparing correspondence, reports or other documents, maintaining various filing systems, organizing, reviewing and processing forms, assisting staff and community with inquiries or problems, processing various types of purchase orders and invoices for payment and similar duties.

Essential Functions:

- Prepare reports, forms, memos, letters, and other correspondence.
- Screen incoming calls and correspondence.
- Prepare and process Purchase Requisitions, Expense Vouchers, etc.
- Organize and schedule meetings and appointments, take detailed notes and minutes.
- Establish and maintain filing systems for program files and data base.
- Establish and maintain grant program cuff accounts.
- Open, sort, distribute, collect, and deliver mail.
- Maintain, inventory, and order office equipment and supplies.

- Enter and retrieve information using program computer or other data processing equipment: proof previously entered data and make routine corrections.
- Assist program staff in preparation for program prevention activities.
- Make travel arrangements for staff.
- Participate with on-going trainings, workshops, related to the delivery of Customer Services.
- 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 confidentiality, federal HIPAA guidelines and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

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.

Goal and Task Management

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

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.

Vision

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

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.

Interpersonal Skills (Working with Others)

MINIMUM QUALIFICATIONS:

- AA certification/degree, and/or Administrative certification.
- 1-3 years administrative experience
- Proficiency in MS Office (MS Excel, MS PowerPoint, etc.)
- Excellent time management skills and the ability to multi-task
- Open and receptive to program clientele, staff, and the public
- Fluent in Keres Language
- Must understand Tribal Culture, practices, and traditional forms of government
- Must be able to satisfactorily pass a background check.

- Valid New Mexico driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet. No phone calls please.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Administrative Assistant Family Services Application – [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
- Cover Letter
- Resume