

Human Resources Department Pueblo of Santo Domingo



PO BOX 127
SANTO DOMINGO PUEBLO, NEW MEXICO 87052

JOB ANNOUNCEMENT

POSITION TITLE: Human Resources Assistant

SALARY RANGE: \$16.00-\$18.00 DOE

DEPARTMENT: Human Resources

POSITION STATUS: Full Time

SUPERVISOR: HR Director

FLSA STATUS: Non-Exempt

Period to apply: 9/26/23-10/13/23

Basic Purpose:

Incumbent in this position recruits, research, interviews, screens reception, word processing, typing, proofreading, record and file maintenance, public contact, forms processing, errands, obtaining signatures, and technical and general journey-level clerical and/or secretarial activities requiring access to information affecting employee relations in support of the Human Resources department of Santo Domingo Pueblo.

Typical Functions:

- Provide excellent customer service to employees, tribal members, vendors, tribal administration, and all who enter the HR Office.
- Provide clerical support functions for the department to include general typing, data entry, answering the office phone and taking messages.
- Examine, check, and verify documents for completeness, appropriateness, adequacy, and conformity to established requirements and follow-up on discrepancies.
- Maintain calendars and schedule meetings and appointments for HR Director or TPA and staff.
- Assist employees and the public with personnel information and interpretation of personnel policies and procedures.
- Set up all new hire fingerprints into the time clock system.
- Prepare Purchase Requisitions for department needs.
- Order and maintain office supplies for the department.
- Assist with all internal and external HR related inquiries or requests.
- Work with Tribal Programs Administrator (TPA) and Chief Financial Officer (CFO) to obtain signatures for all necessary HR documents.

- Organize and control all aspects of job recruitment, new hire packets, and onboarding for new employees and/or new positions including job descriptions, job announcements, interviews, onboarding, and paperwork.
- Conduct New Hire Orientation for new employees.
- Process changes in the HRIS System for any changes for employees, input data into computer, and maintain records for personnel files or database for all Santo Domingo Pueblo personnel.
- Provides report (new hire, termination, employee roster, etc.) monthly to Human Resources Generalist and HR Director.
- Enter all personnel information into the HRIS System (new hire information, address changes, benefit deduction and changes).
- Organize and maintain system for back-up and storage of files. Purge outdated documents from files as needed.
- Assist with insurance programs such as liability, group health, and dental, short/long term disability, workers compensation and pension plans.
- File and maintain employment/medical records for future reference.
- Conduct verification of employment for current and former employees.
- Maintain department supplies and materials. Will be responsible for reordering.
- Running errands for the HR Department.
- Posting of all job announcements in the ATS System and on job boards with closing dates.
- Assistance with Automobile fleet management.
- Must maintain confidentiality.
- Other duties as assigned by the HR Director.

Required Competencies:

- **Integrity / Honesty**
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to confidentiality, handling, tracking of personnel and medical and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation**
All Santo Domingo Pueblo employees must be able to develop a clear understanding of customers' needs and goals while maintaining clear communication with customers regarding meeting their expectations. Must follow through and respond to customers' requests and inform them of action taken in a courteous, professional manner.
- **Teamwork**
All Santo Domingo Pueblo 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.
- **Flexibility**
Incumbent in this position must be able to accept rapid change in job assignments, schedules, or priorities.
- **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.

Knowledge, Skills, & Abilities:

- Knowledge of HRIS System
- Effective Communication Skills
- Software Skills
- Teamwork Skills
- Proactivity Skills
- Recruitment Skills
- Knowledge of Human Resources
- Attention to Detail
- Proficient and the ability to adapt and learn quickly.
- Active listening Skills
- Self-Management and Accountability
- Research and Reporting
- Fantastic organizational and time management skills

Minimum Qualifications:

- High School Diploma, or equivalent, required **AND** 1 year's clerical experience, or an equivalent combination of education.
- 2 years of experience as an HR Assistant.
- Effective HR administration and people management skills.
- Exposure to payroll practices.
- Highly computer literate with knowledge of Microsoft Office including Word, Excel, PowerPoint, Outlook, Email, and communication tools.
- High Degree of comfort in learning new software programs
- Full understanding of HR functions and best practices.
- Works well under pressure and meets tight deadlines.
- Ability to accurately follow instructions.
- Extended working hours, including weekends, may be required.
- Must be 21 years of age for insurance purposes.
- Must be able to satisfactorily pass a background check.
- Must possess a valid driver's license and be insurable through the Santo Domingo Pueblo's liability plan.
- Must maintain confidentiality.
- Covid-19 vaccination is required. Reasonable accommodation is considered.

HOW TO APPLY

Please submit the complete application packet.

- By email: HR@kewa-nsn.us, Subject line: **HR Assistant– [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso 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 (available at santodomingotribe.org/careers)**
- **Resume**
- **Cover letter**
- **Copies of relevant certifications, including any trade skills.**