

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Administrative Assistant

SALARY RANGE: \$15.00-\$20.00 DOE

DEPARTMENT: Emergency Response Department

POSITION STATUS: Full Time, Non-Exempt

SUPERVISOR: ERD Manager

JOB POSTING ID: ERD-232404

Closing date: May 10, 2024

Santo Domingo Pueblo 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, excel spreadsheets, or other documents, maintaining various filing systems, including computer records of various activities, reviewing and processing forms, data entry, assisting staff with inquiries or problems, processing various types of purchase orders and invoices for payment, and similar duties.

TYPICAL FUNCTIONS:

- Provide excellent customer service to employees/tribal members/Government Officials/vendors/all who enter the ERD office.
- Provide clerical support functions for the department to include general typing, data entry, and answering telephone, screening telephone calls, and taking messages.
- Produce documents of various levels of complexity, ranging from plain copy typing to creating excel spreadsheets through the collection and management 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.
- Work with Tribal Programs Administrator (TPA) to obtain TPA signatures for all necessary documents.
- Running errands for Emergency Response Department, including but not limited hand delivery of documents to agencies, picking up miscellaneous items.
- Preparing Purchase Requisitions for department needs.
- Preparing Expense Vouchers when needed.
- Perform a variety of sorting and filing tasks.
- Open, sort, distribute, collect, and deliver mail.
- Proficient in all MS Office software.

- Maintain an inventory of equipment and supplies used in department.
- Enter and retrieve information using personal computer or other data processing equipment; proof previously entered data and make routine corrections.
- Other duties as assigned.

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 cash handling, and 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 the Pueblos’ needs and goals while maintaining clear communication with the 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 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.
- **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:

- High School Diploma, or equivalent, required; **AND** 2 years’ clerical experience; or an equivalent combination of education and experience.
- Excellent Microsoft Word, Excel, PowerPoint Skills.
- Excellent communication skills
- Extended working hours, including weekends, may be required.
- Must be able to satisfactorily pass a background check.
- **Must be 21 years of age for insurance purposes.**
- Must possess a valid driver’s license and be insurable through the Pueblo of Santo Domingo’s liability plan.
- Covid-19 vaccination required. Reasonable accommodation considered.

HOW TO APPLY

Please submit the complete application packet.

- By email: HR@kewa-nsn.us
 - Subject line: **Administrative Assistant ERD – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo Pueblo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo Pueblo NM 87052

A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume

Incomplete application packets may delay or exclude consideration of your application.