



MESCALERO APACHE TRIBE

Position Description

JOB ANNOUNCEMENT

Position Title:	Administrative Assistant I
Department:	Mescalero Care Center
Employment Status:	Non-Exempt
Reports To:	Licensed Nursing Home Administrator

Opening date: August 21, 2023

open until filled

Job Summary

The Administrative Assistant I performs and/or oversees a variety of administrative support such as answering phones, drafting correspondences, scheduling appointments, organizing and maintaining paper and electronic files, may assist with Business Office duties.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Answers telephones, checks email, assists visitors, and provides information.
- Greets internal and external customers and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, applications, and other documents and communication from drafts, recording, or verbal instruction as requested.
- Establishes, maintains, and update files, databases, records, and/or other documents; ensures all files are up to date.
- Sorts, screens, and distributes incoming and outgoing mail; drafts or prepares responses to routine inquiries; prepares photocopies and facsimiles, and operates a variety of office equipment.
- Review, log, prioritize, and route correspondence.
- Prepares purchase orders as needed.
- Accounts Payable Data Entry
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
- Maintain a variety of files and records of information.
- Gather, organize, and prepare information for routine reports.
- Gathers and disseminates relevant information to employees and community members.
- Perform other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- One year administrative or secretarial support experience.
- Computer and communication skills required.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills, Abilities:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skilled in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as Power Point).
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to create, compose, and edit written materials.
- Ability to maintain confidentiality.
- Ability to maintain accurate files.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Demonstrates honesty and integrity at all times.
- Knowledge of emergency and disaster procedures of facility. Able to understand and respond to written or oral instruction in case of emergency.
- Demonstrates respect for co-workers and responds to needs of residents by complying with facility policies on attendance and punctuality and dress code. Able to arrive, to begin work on time.
- Working knowledge and ability to comply with facility policies and procedures for workplace safety including infection control procedures.
- Demonstrates ability to prioritize responsibilities and complete projects within allotted time.
- Able to respond to change productively and to handle additional projects as delegated.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit for long periods at a time. Is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an office setting with a moderate noise level.