



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

**Position Title:** Administrative Assistant II/Background Investigator  
**Department:** Mescalero Apache Tribal Gaming Commission  
**Employment Status:** Non-Exempt      **Grade:** NE7      **Starting pay DOE:** \$13.22 – 14.22 per hour  
**Open date:** 8/22/2023      **Closing date:** Until filled

### Job Summary

Performs and/or oversees a variety of associated administrative support and research activities, some of which require advanced or specialized knowledge and skills, such as specialized recordkeeping and database management, and/or specified information-gathering projects and tasks. Performs administrative functions for the office. Maintains strict confidentiality with all information obtained from the applicant and from outside sources.

*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

- Provides administrative/secretarial support for the department such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative problems and inquiries.
- Greets internal and external customers and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
- Provides information on department, policies, procedures and/or processes.
- Prepares correspondence, reports, forms, directories, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Review, log, prioritize, and route correspondence.
- Enters information into database.
- Process applications from Gaming Vendors.
- May issue permits or other documents to customers.
- 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.
- Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Gathers and disseminates relevant information to employees and community members.
- Perform other duties as assigned.

### Minimum Qualifications

- High School Diploma or GED.
- Associate's Degree preferred.

- Must be 21 years of age.
- Three years administrative support experience preferred.
- Computer and database skills required.
- Must take a pre-employment office computer skills test.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must pass Criminal Justice Information Services (CJIS) Security Awareness training annually.
- Must possess, or be able to attain, a Class III Gaming License that is current and in good standing.

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

### **Knowledge, Skills and Abilities**

- Ability to communicate in a friendly and professional manner.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of computerized information systems.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- 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 gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is 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 performed in a secured office setting with a moderate noise level.