

**MESCALERO APACHE TRIBE**

**JOB ANNOUNCEMENT**

**Position Title: Administrative Assistant II**

**Department: Head Start**

**Employment Status: Non-Exempt – Mescalero Site Grade: NE7**

**Opening date: January 30, 2023 open until fill**

**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.

*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, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
* Maintains financial records; prepares budget; processes checks; accepts payments; processes payroll; processes accounts payable, purchasing, contractor hours and travel documents.
* 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 all information into database.
* May arrange accommodations and/or entertainment for visitors.
* 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.
* May pick up and deliver.
* 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.
* May be required to obtain and maintain CPR and First Aid Certification.
* Three years administrative support experience.
* Computer and database skills required.
* Must successfully pass a pre-employment drug/alcohol screen and background investigation. If required must successfully have a negative Tuberculosis Test and pass a Physical Exam.
* Must be up to date on COVID vaccinations

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

**Knowledge, Skills and Abilities**

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