



MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

Position Title:	Administrative Assistant (2 position)
Department:	Emergency Assistance Program
Reports to:	Administrator for Emergency Assistance Program
Employment Status:	\$18.00 to \$20.00 per hour, depending on experience
Classification:	Full Time, Non-Exempt, TEMPORARY
Open date: November 10, 2021 Application deadline: 4:30 pm November 24, 2021	

If selected, applicants must pass a drug test successfully and be willing to submit to a criminal background check. Applicants must submit an employment application to the Tribal Human Resource Department no later than the deadline listed.

This is a temporary position that will continue until 1) September 30, 2022; or 2) all grant monies are spent; whichever occurs first. NOTE: This position will terminate, and will not continue under the General Fund budget.

Job Summary: The Emergency Assistance Administrative Assistant (EAAA) will work directly under the CFO performing job duties listed below and as assigned by the CFO. If selected, applicants must pass a drug test successfully and be willing to submit to a criminal background check.

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

1. As to the Emergency Rental & Utility Assistance (ERUA) Program and Emergency Homeowner's & Utilities Assistance (EHUA) Program, the EAAA shall:
 - a. Review applications for completeness and accuracy;
 - b. Explain the application process and eligibility rules (both Tribal & Federal) to prospective applicants;
 - c. Assist applicants in submitting applications to ensure that applications are complete and correct;
 - d. Compare eligibility requirements to applications and recommend approval or non-approval and assistance amounts to the President or his or her designee;
 - e. Create and maintain ERUA and EHUA files documenting all program activities;
 - f. Submit written reports to the President on the number of applications and the amount of assistance provided on a monthly basis;
 - g. Assist the CFO in preparing narrative and financial reporting required for ERUA and EHUA funding;
 - h. Provide Housing stability counseling to successful applicants;
 - i. Reach out to landlords and utility companies to ensure maximum participation with these Programs; and
 - j. Provide public information and recruit prospective applicants to both Programs.

2. As to other emergency funding received by the Tribe, the EAAA shall:
 - a. Provide administrative support services to the Tribal Administrator and the Tribal President; and

- b. Provide accounting support to Special Revenue; and
3. In general:
- a. Shall strictly adhere to confidentiality requirements;
 - b. Shall attend all required meetings, trainings, etc. as needed and requested; and
 - c. Shall be polite and professional with the public.
 - d. Filing, recordkeeping, answering of phones and taking messages, as needed.
 - e. Other duties as assigned

Minimum Qualifications: Education/Experience:

- 1. High school diploma or equivalent required; (must provide copy).
- 2. Two years of higher education is preferred.
- 3. Two years of experience is also preferred.

Knowledge, Skills and Abilities

- 1. Have the ability to work effectively with Native American people in culturally diverse environments.
- 2. Have the ability to manage time well and work under stressful conditions with an even temperament.
- 3. Have the ability to establish and maintain harmonious working relationships with employees and the public. Excellent customer service skills highly desirable.
- 4. Have the ability to understand and follow oral and written instructions.
- 5. Must have good verbal and written skills.
- 6. Must be familiar with Microsoft Office and Excel.
- 7. Must have excellent math and accounting skills.
- 8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- 9. Must adhere to confidentiality policy.
- 10. Must successfully pass a pre-employment drug test and criminal backgroundcheck.

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