MESCALERO APACHE TRIBE
JOB ANNOUNCEMENT

Position Title:	**Administrative Assistant**	
Department:	**Tribal Court- Public Defender's Office**	
Employment Status:	**Non-Exempt, Full-time**	**Grade: NE-DOQ**
Opening date:	**August 24, 2026**	**Closing date: September 4, 2026**

Job Summary

Performs and/or oversees a variety of administrative support such as answering phones, drafting correspondences, scheduling appointments, organizing and maintaining paper and electronic files and providing information.

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 communications from drafts, recordings, or verbal instruction as requested.
- Establishes, maintains, and updates 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.
- Submits purchase orders.
- 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

- **Must be 21 years of age or older.**
- **High School Diploma or GED.**
- **Must have a current valid NM Driver's License.**
- 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 and Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- 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 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.

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.