



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Administrative Assistant I</b>	
<b>Department:</b>	<b>Mescalero Child Care Program</b>	
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade: NE5</b>
<b>Start Date:</b>	<b>January 15, 2025</b>	<b>End Date: January 29, 2025</b>

#### **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.
- Supervising and oversee operation of the child care in the event Site Supervisor/Director are away from the office.
- Work collaboratively with other Tribal Departments and Tribal Administration.
- Accept and review CCDF Application and Child Care Enrollment.
- 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**

- High School Diploma or GED.
- Three years administrative, supervision 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.