



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title:	Executive Assistant	
Department:	Administration	
Employment Status:	Exempt	Grade: E3
Opening date:	April 25, 2024	Closing date: May 1, 2024

Job Summary

Provides high-level administrative support for the President by conducting research, preparing statistical reports, handling information requests, and performing administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Manages administrative functions within the department. Provides supervision to Front Office staff. Represents the President to others as needed. Serves at the Tribal Census Clerk.

This position description includes, but is not limited to, listed duties, examples and tasks, and are subject to change at manager's discretion.

Duties and Responsibilities

- Oversees receptionists and improves staff effectiveness by counseling, training, and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks, and results in a timely manner.
- Prioritizes, assigns, and schedules work activities and projects, monitors workflow, implements policies and procedures, reviews, and evaluates work products, methods, and procedures.
- Serves as the primary point of initial contact on any matter directed to the office; independently researches and prioritizes incoming issues and determines appropriate course of action, referral, and/or response.
- Composes, types and edits a variety of correspondence, reports, memoranda, and other such documents which requires judgment in regards to content, format, accuracy, and completeness.
- Establishes, updates, and maintains files, inventories, and records; orders supplies; implements and maintains data management systems.
- Identifies and provides requested information to Tribal members, identifying public versus confidential documents, and appropriate approval to disseminate such information.
- Coordinates the resolution of individual problems and disputes involving, staff, board, and/or members of the community, as they arise.
- Monitors, reconciles, audits, and assists with fiscal administration, including but not limited to budgets, funding contracts, payroll, employment, travel, inventory, and/or purchasing; assist with fiscal planning and budget preparation.
- Provides follow up to assignments given to administration by the Council. Complies and provides status reports.
- Develops, maintains, and manages tribal vehicle and property schedules.
- Schedules appointments and maintains department's calendar.
- Organizes and prepares information for meetings and records minutes when necessary.
- Arranges travel, prepares, and submits travel-related documents, and maintains travel information for staff as necessary.
- Administrator for reporting, reviewing, and processing workers comp, vehicle and property claims.

- Amends, updates, and maintains the tribal enrollment files for Mescalero Apache Tribe.
- Prepares and issues Tribal Certifications of Indian Blood, and Verifications of Indian Blood.
- Conducts research to verify tribal affiliation and to determine enrollment eligibility, blood quantum, descentance, and tribal lineage.
- Assists tribal members and public in completing enrollment applications.
- Verifies member status or eligibility status of individuals for purposes of determining the applicability of the Indian Child Welfare Act and makes appropriate referrals based on such verification.
- Provides assistance to tribal members in obtaining state birth and death certificates, Acknowledgement of Paternity documents, affidavits for statistical change, and other vital statistics documents.
- Receives, reviews, researches, and processes enrollment applications.
- Updates tribal enrollment files for amendment, death, divorce, marriage, memberships, and relinquishment 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.
- Creates enrollment files for newly enrolled tribal members.
- Identifies and provides requested information
- Issues tribal identification card to enrolled members of the Tribe and its entities.
- Performs other duties as assigned.

Minimum Qualifications

- Associates or Bachelor's Degree in Business Administration or related field.
- Five years executive level administrative experience.
- One year supervisory or office management experience.
- Computer and database skills required.
- Must have a valid NM Driver's License
- 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.
- Knowledge of council or board operations.
- Knowledge of computerized information systems.
- Knowledge of general accounting principles.
- Knowledge of area of specialty.
- 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).
- Skill in organizing resources and establishing priorities.
- Skill in project management.
- 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 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. Evening, weekend, and/or holiday work may be required. Extended hours and irregular shifts may be required.