



# MESCALERO APACHE TRIBE JOB DESCRIPTION

**Position Title:** Administrative Assistant I  
**Department:** Human Resources  
**Employment Status:** Non-Exempt  
**Grade:** NE5 - \$14.16 - \$17.00  
**Opening Date:** April 15, 2025  
**Closing Date:** EOD April 17, 2025

## Job Summary

Performs and/or oversees a variety of administrative support such as answering phones, greet/direct incoming visitors, organizing and maintaining paper and electronic files.

*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

- Responsible for administering *all* employment drug tests. This includes pre-employment, random testing, worker's compensation, etc.
- Answers telephones, must have proper phone etiquette.
- Checks departmental email, checks mail – may pick up and deliver incoming/outgoing packages.
- 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.
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
- Greets and assists internal and external visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor, and provide proper information.
- Review onboarding paperwork to ensure there are *no errors*.
- Distribute requested paper work such as FMLA forms, direct deposit forms, LOA forms, etc.
- Gathers and disseminates relevant information to employees and community members.
- 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.
- Maintain a variety of files, records of information, and responsible for filing.
- Review, log, prioritize, and route correspondence.
- Responsible for completing employment verifications.
- Gather, organize, and prepare information for routine reports.
- Perform other duties as assigned.

## Minimum Qualifications

- High School Diploma or GED.
- Two year's administrative assistant 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.