



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Administrative Assistant
PAY GRADE: NE7
FLSA STATUS: Non-Exempt
DEPARTMENT: Utility Services
REPORTS TO: Utility Director

GENERAL PURPOSE:

Performs a variety of administrative and staff support duties. Assists and directs visitors, and resolves administrative problems and inquiries; composes, edits, and proofreads correspondence and reports, and prepares a range of administrative documents.

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.

ESSENTIAL FUNCTIONS:

Welcomes visitors, answers phones, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor.

Performs a wide variety of typing assignments which are sometimes confidential in nature; operates personal computer to enter data, draft, edit, revise, and print letters, tables, reports, and other materials.

Resolves routine administrative problems and answers inquiries concerning activities and operations of department.

Coordinates and performs a range of staff and/or operational support activities for the department; serves as a liaison with other departments in the resolution of day-to-day administrative and operational problems.

Operates personal computer to compose and edit correspondence and/or memoranda from dictation, verbal direction, or from knowledge of established department policies; may prepare, compose, type, edit, and distribute agendas and/or minutes of meetings.

Schedules and coordinates meetings, events, appointments, and/or other similar activities for supervisors, which may include coordinating travel and lodging arrangements.

Prepares or assists with the preparation of narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed.



Posts, balances, monitor, and reconcile internal department monthly ledgers, vendor receipts, vendor billing, and requisitions; may track department monthly expenditures.

Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.

Sorts, screens, reviews, and distributes incoming and outgoing mail; composes, prepares, or ensures timely responses to a variety of routine written inquiries.

Requisitions supplies, printing, maintenance, and other services.

Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A

MINIMUM QUALIFICATIONS:

High School Diploma or GED and three years administrative or secretarial experience, accounting or bookkeeping experience. Associates Degree in Administration or related field preferred. Tiwa speaking preferred. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of general accounting principles.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Database management skills.
- 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 and analyze statistical data, compile information and generate reports.
- Ability to analyze and solve problems.
- Ability to make administrative/procedural decisions and judgments.



- Ability to create, compose, and edit written materials.
- Ability to 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; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee occasionally is required to stand; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Work is regularly performed in an office setting with a low noise level. Evening and/or weekend work may be required.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee's Signature

Date