

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2019-16**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

**POSITION:** Administrative Assistant II  
**OPENING DATE:** March 13, 2019  
**CLOSING DATE:** March 22, 2019  
**DEPARTMENT:** Pueblo Secretary's Office  
**SALARY RANGE:** NE-9; \$27,373 - \$41,059

**Position Summary:**

Under general supervision of the Secretary, provides a wide variety of administrative support in accordance with established policies and procedures. Gains results through direction, assistance, and coordination of services. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Coordinates tasks, meetings and project work for the Membership Commission.
- Creates and maintains a system of data and document management.
- Maintains and monitors project plans, project schedules, budgets and expenditures.
- Organizes and facilitates community meetings and other meetings as directed.
- Prepares presentation materials for meetings.
- Documents and follows up on project action items and ensures project deadlines are met.
- Develops and maintains social media platforms and digital marketing initiatives.
- Monitors, moderates and responds to social media audience comments.
- Prepares narrative and statistical reports.
- Processes requests for Check/Purchases; maintains cuff accounts for program budget.
- Develops drafts of correspondence and other documents; reviews and edits outgoing correspondence and documents for correct grammar, punctuation, formatting, and spelling.
- Maintains comprehensive hard copy and electronic filing systems.
- Prepares reports and supporting accounting data for development of annual budget and budget modifications.
- Assists the Commission in the management of schedules, calendars, and appointments.
- Monitors and expedites time dependent activities and projects as determined by the Commission.
- Observes relevant safety rules; maintains a safe and orderly work environment.
- Maintains professional and technical knowledge by attending relevant training and workshops.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Administrative Assistant II is designated as a Moderate Risk Public Trust (MRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X

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Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Minimum Qualifications:**

Associate's degree in Business Administration or related field required. Five years of administrative or secretarial experience, including two years of advanced computer experience, required. A combination of relevant education and related experience may be considered. Fluency in the Laguna language preferred.

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of modern office operating practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out duties.
- Knowledge of records management and basic accounting procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality; demonstrate high moral character and self-responsibility.
- Ability to handle multiple tasks, and meet deadlines.
- Ability to follow oral and written instruction.
- Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.
- Skill in computer use, including Word, Excel, Access, Outlook, and software unique to program.
- Skill in social media and digital marketing.
- Skill in preparing required narrative and statistical reports.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://www.lagunapueblo-nsn.gov) and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  1. E-mail to [POLEmployment@pol-nsn.gov](mailto:POLEmployment@pol-nsn.gov);
  2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**