

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2023-33**

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

<b>POSITION:</b>	<b>Executive Assistant</b>
<b>OPENING DATE:</b>	<b>May 30, 2023</b>
<b>CLOSING DATE:</b>	<b>June 8, 2023</b>
<b>DEPARTMENT:</b>	<b>Tribal Secretary</b>
<b>SALARY RANGE:</b>	<b>E15; \$49,442 - \$74,152</b>

**Position Summary:**

Under the general direction of the Tribal Secretary, the Executive Assistant performs a wide range of administrative and executive level support functions. Achieves results through direction, assistance and coordination of activities. 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:**

- Maintains communication and provides relevant administrative support to the programs within the Department.
- Screens incoming calls, visitors, and correspondence; routes to program staff as required; may respond to inquiries independently based on nature of contact.
- Consistently applies/exhibits professional etiquette and demeanor in contacts consistently.
- Conserves Secretary's time by reading, researching and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains calendar and appointments for Tribal Secretary. Coordinates and arranges meetings, conferences, programs, and other events.
- Prepares correspondence, reports, meeting minutes, resolutions, and other documents and communications from drafts, recordings, or verbal instruction.
- Edits and reviews all correspondence and documents for correct grammar, punctuation, and spelling.
- Develops, implements, and manages administrative office support systems including digital records and file management within the Tribal Secretary's Office.
- Assists in preparing annual budget and budget modifications; conducts research and analysis of the cost of office operations; prepares reports and supporting data for the annual budget, maintains Tribal Secretary Office budgets, utilizes cuff accounts, and works accordingly with accounting office.
- Completes and ensures the processing of personnel action forms, purchase requests, travel requests, and other administrative documents.
- Makes travel arrangements; completes required documents and ensures timely processing.
- Oversees the work of the Receptionist, Mail Clerk, and On Call Receptionists. Assigns schedules and provides adequate information for staff to carry out required duties and responsibilities.
- Evaluates staff performance in a timely manner; promotes self-responsibility and accountability. Improves staff performance and effectiveness by coaching, mentoring, and training.
- Creates and maintains database and spreadsheet files; develops required narrative and statistical reports.
- Manages administrative aspects of Pueblo of Laguna Boards and Committees, pertinent permits, deeds, licenses, requests, and Trial Court/Court of Appeals documents.
- Records final versions of Quitclaim Deeds, Assignment and Release, Residential Leases and other pertinent documents.
- Acts as liaison between the Tribal Secretary and other Pueblo executive offices, tribal departments/programs, and relevant external agencies; maintains active communications with programs and Pueblo entities as directed.
- Monitors and expedites time dependent activities and projects.
- Assists in the resolution of operational issues between department programs.
- Provides Executive Assistant coverage to the Governor's Office on an as needed basis.
- Ensures the confidentiality of privileged information.
- Contributes to a team effort and accomplishes related results as required

- Performs other duties as required.

**Minimum Qualifications:**

Bachelor’s degree in Business Administration or related field required. Ten years of administrative or executive level experience, including five years advanced computer experience required. Six (6) months of supervisory experience required. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

**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 Executive Assistant-Tribal Secretary is designated as a High-Risk Public Trust (HRPT) position.

<b>Type of Background Check</b>	<b>Required</b>
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
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

**Knowledge, Abilities, and Skills:**

- Knowledge of traditional form of government and pueblo customs, traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of records management and basic accounting procedures.
- Knowledge of supervisory responsibilities, processes, and procedures; and ability to apply in oversight of assigned staff.
- 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 and skill to exercise/exhibit professionalism in contacts.
- Ability to maintain confidentiality and exhibit high moral character and self-responsibility.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to follow oral and written instruction.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

**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 [poemployment@pol-nsn.gov](mailto:poemployment@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 Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**