

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2025-56**

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

<b>POSITION:</b>	<b>Administrative Assistant III</b>
<b>OPENING DATE:</b>	<b>September 15, 2025</b>
<b>CLOSING DATE:</b>	<b>September 23, 2025</b>
<b>DEPARTMENT:</b>	<b>Chief of Operations</b>
<b>SALARY RANGE:</b>	<b>NE10; \$19.74 - \$29.60</b>

**Position Summary:**

Under general supervision of the Executive Assistant (EA), the Administrative Assistant III provides a wide variety of mid to high level executive administrative support for the COO Office. Achieves results through coordination of services and 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:**

- Performs mid to high level administrative functions for the COO Office and staff.
- Screens incoming calls and visitors; routes to program staff as required; may respond to inquiries independently based on nature of contact.
- Exercises/exhibits professional etiquette and demeanor in personal and/or telephone contacts.
- Logs incoming and outgoing correspondence/documents in the Pueblo's Mail Log tracking system. Distributes incoming correspondence/documents as required.
- Develops drafts and final versions of correspondence and other documents; reviews and edits outgoing correspondence and documents for correct grammar, punctuation, formatting, spelling, and consistency with Office's standard operating procedures.
- Summarizes information from discussions and meetings by taking notes and generating minutes that summarize discussion, highlight action items and provides purpose of meeting.
- Assists in management of schedules, calendars, and appointments.
- Assists in the coordination of executive level meetings, community meetings, project/contractor meetings, and in preparation of presentation materials.
- Maintains a data and document management system.
- Assists the EA in the maintenance and monitoring of project plans, project schedules, budgets, and expenditures.
- Assists the EA in the documentation of and follow up on project action items; facilitates in the meeting of project deadlines.
- Maintains comprehensive hard copy and electronic filing systems; prepares narrative and statistical reports.
- Completes and ensures the processing of personnel action forms, travel authorizations, purchase requests, and other administrative documents.
- 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 program budgets, utilizes cuff accounts, and works accordingly with the accounting office.
- Obtains required certifications within specified time limits; 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.

**Minimum Qualifications:**

- Associate's degree in business administration or related field required.
- Five (5) years of mid to high level administrative work experience, including two (2) years of advanced computer experience, required.
- A combination of relevant education and directly related work experience may be considered.
- FEMA/ICS 100 & 200 Certifications preferred; must obtain within six (6) months of hire.

**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 III-COO is designated as a Moderate Risk Public Trust (MRPT) 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
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

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

- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of current office operating practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and intermediate math skills and accounting procedures sufficient to carry out duties.
- Knowledge of hard copy and digital records management and retrieval processes.
- Knowledge of construction contract terminology sufficient to carry out essential duties.
- Effective note-taking and minute-taking are crucial job skills, requiring active listening, concise writing, and organizational abilities.
- Knowledge of basic grant writing processes and procedures sufficient to assist Grant Writer or Project Manager
- Ability to learn and adapt to new technologies as they become relevant to or incorporated into the workplace.
- Ability to work with minimal supervision, to handle multiple tasks and meet deadlines.
- 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 follow oral and written instruction; to analyze situations and adopt appropriate courses of action.
- Ability to be persuasive and tactful in controversial situations.
- Skill and ability to provide administrative support to Program staff with varying objectives, diverse operating processes and procedures, and practices unique to each position.
- Skill in budget preparation and administration; in development of narrative and statistical reports.
- 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 and knowledge in maintenance of statistical data; in document management, filing, and recordkeeping in both hard copy and electronic format.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle and feel. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:**

Work is generally performed in a fast-paced office setting with a moderate noise level. Evening and/or weekend work may be required. There is frequent interaction with the public, department directors, upper-level management, and contractor representatives.

Tight time constraints and concurrent multiple demands are common. Travel may be required for training, meetings, and other events.

**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, 23 Rio San Jose Rd; Laguna, NM 87026
  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**