

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2019-88**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Administrative Assistant II
OPENING DATE:	January 23, 2020
CLOSING DATE:	February 3, 2020
DEPARTMENT:	Pueblo Courts / Probation & Public Defender Office
SALARY RANGE:	NE-9; \$28,829 - \$43,264

Position Summary:

Under general supervision of the Public Defender and Probation Manager, contributes to the program's effectiveness by performing a variety of secretarial and administrative duties for the programs. Performs complex administrative functions in order to gain 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:

- 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 and spelling.
- Develops and maintains comprehensive hard copy and electronic filing systems.
- Maintains required data; develops narrative and statistical reports.
- Ensures the protection of confidential files and information.
- Maintains inventory of office supplies and equipment; performs minor maintenance and repairs; arranges for equipment maintenance and repair.
- Initiates and completes intake process for new clients.
- Schedules interviews and sends notices to all parties.
- Prepares case folders for arraignments and maintains accurate and complete files.
- Assists in preparing and filing Entries of Appearance, Motions to Close, Order to Show Cause, probation violation, and other court documents.
- Assists in the management of schedules, calendars, and appointments for assigned personnel; arranges for use of facilities.
- Completes and ensures the processing of personnel action forms, travel authorizations, purchase requests, and other administrative documents.
- Assists in administering client Drug and Alcohol tests.
- Assists in the administration of program funding, grants, and grant requirements.
- Develops and maintains cuff accounts for program budget(s); coordinates required activities and/or actions with appropriate accounting staff.
- Assists in preparing annual budget; prepares budget modifications; develops narrative and statistical reports as requested/required.
- Attends meetings and takes minutes; coordinates special events and activities.
- Makes travel arrangements and processes required documents.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort to accomplish tasks and achieve results.
- Performs other duties as required.

Minimum Qualifications:

Associates degree in Business Administration or related field required. Five years of administrative work experience, including two years of advanced computer experience required. Two years of work experience in a judicial/courtroom setting preferred. Fluency in the Laguna language preferred. A combination of directly related education and relevant work experience may be considered.

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

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of the Pueblo’s judicial process and system.
- Knowledge of spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of legal terminology sufficient to carry out essential 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, to demonstrate high moral character and self-responsibility.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work with minimal supervision, to handle multiple tasks and meet deadlines; to make solid decisions and exercise independent judgment.
- Skill in computer use including Word, Excel, Access, Outlook, and software unique to program.
- Skill in budget preparation and administration; in development of narrative and statistical reports.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in document management, filing, and recordkeeping.

Application Instructions:

- Go to 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.

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- 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;
 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